

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 Special 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 Rothery & 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.

- a. Short-Term Rental Special Use Permit for 602 N. Cockrell. Owner of record is Danny Ginn & Monica Quiroga.

809 E. Ave. A
Alpine, TX 79830
April 28, 2021

Mayor Andres 'Andy' Ramos
Alpine City Council
c/o Geo Calderon, City of Alpine Administration
100 N. 13th St.
Alpine, TX 79830

Re: STR application for 602 N. Cockrell

Dear Mr. Mayor and Alpine City Council,

This is a follow up letter to one I sent on April 7 concerning the STR request at 602 N. Cockrell. My husband and I purchased the house next door to this property (at 809 E. Ave A) in 2015 and spent a year repairing and renovating before moving into the house in 2016.

I would like it noted that 16 guests at a time have routinely occupied this small hotel since the owners (who also own a 17-room hotel in a designated commercial part of Alpine) began advertising. Contrary to testimony by the applicant at the last council meeting and to her letter to the Council, the courtyard is NOT private, and her visitors can and DO look right into our bedroom, at times even pointing up at us. We don't have central air in our old house, so being able to open our windows at night is important to us, but with the noise, the cigarette smoke (not allowed inside the rooms but very apparent in the courtyard), the parties, the motorcycles, and the flood lights, we retreat behind blackout curtains to the extent possible and swelter on summer nights. As I previously wrote to outgoing Councilman Stephens, our lives have forever changed with the noise, the lights, the intrusive behavior of the guests. Even the dumpster behind our house is so often full that we effectively can't use it but have to walk to the next block. Yet we pay \$60/month for their privilege to fill it up.

I would also like to note per the applicant's testimony at the previous meeting, I know there has been more than one noise complaint. I don't know why my complaint was not logged, but I do know that nobody ever showed up. When Councilman Stephens asked the applicant about how she enforced noise, she replied that she's always on site and always responsible to call out unruly guests. I am copying here a user review from her airbnb listing for this property to prove neighbors' allegations that this is hardly the case:



Swamy

December 2020

Very spacious with a large courtyard, very helpful and wonderful hosts. Monica is extremely prompt in her response. Check-in time was 4:00 PM, but we arrived a couple of hours earlier and Monica was very kind to accommodate us. We had wood and fuel for the fireplace in the courtyard that we lit and enjoyed during our stay. Anyone who intends to visit Big Bend national park and do not mind a little bit of drive to the park entrance, I would strongly recommend this property. We had quite a few excited teenagers who could be loud at times laughing and joking around, but the hosts let us enjoy our stay with no restrictions.

The applicant also stated that because her rentals have no kitchen, they cannot be considered family apartments. But her advertising clearly states the use of the courtyard kitchen plus the courtyard bathroom, and I can assure you they are used frequently. (User reviews indicate many if not most of the guests do use the outdoor kitchen.)

Because they operate a "biker bar" in downtown Alpine, the spillover also arrives in our R-1 neighborhood, and motorcycles often fill the alley behind my house rendering our backyard unusable to us as we do not have a privacy fence.

The applicant fosters dogs regularly yet welcomes dogs to these rentals. It appears that her dogs and their dogs do not always get along, and this presents yet another source of noise that we have been unable to screen.

Because her establishment is also advertised as "event space" for large groups, the noisy beer parties, the lights, and music in the courtyard late into the night on a regular basis invade our home to the point we are unable to sleep. A flood light pointed directly at our bedroom window is on until the last guest finally retires to a room, and at that point the motion sensors kick into gear lighting up yet another part of our house. On one occasion prior to barricading ourselves in our own house, her guests pointed and laughed at us as we moved to shut our windows.

In short, the courtyard which she claims is completely private IS NOT PRIVATE BY ANY STRETCH.

I want to acknowledge that when we are on vacation, we too enjoy bonfires, outdoor parties and music, taking part in fun events. But when this happens where you live 2-3x a week, week after week, it is not fun. It's a violation of our rights. **The wonderful tourists who come to Alpine to party or go to the parks return to their homes and are able to go back to their sleep routines... but for us, new tourists arrive night after night and we become unwitting party guests, miserable and damaged from lack of sleep.**

Finally, we appreciate the revenue the City may get in these tough times from people all over Alpine renting out extra rooms. This property, however, was knowingly purchased to be used as a small hotel despite its location in an R-1 neighborhood. This is completely unfair to the people who have lived here for many years. We purchased in 2015 so we are the newcomers. We are willing to compromise to allow for a single room rental like so many others in Alpine, but we did not sign up for a hotel next door. We retired to Alpine for its quiet and clean air and dark skies and intentionally sought R-1 for its distance away from the commercial part of town. My family would appreciate it very much if their hotel rooms would be restricted to the business district.

I would like to note that our family strongly believes in the rights of property owners. As a famous Texan once said, "Property rights are great ... as long as they're yours." But when those rights infringe upon the rights of others with little to no regard for people who must live in close proximity, quality of life is destroyed for those who follow all the rules and try to be good taxpaying citizens.

We respectfully request that this permit be denied.

Cindy and Nick Symington
next door to 602 N. Cockrell



Geo Calderon <g.calderon@ci.alpine.tx.us>

Fwd: From Judy Freeman

Judy Freeman <judyhfreeman@gmail.com>
To: g.calderon@ci.alpine.tx.us

Fri, Apr 23, 2021 at 3:52 PM

Geo,

Please see that all the city council members are sent this email. And, could you please send me the transcript of the portion of the council meeting that had no sound.

Thank you.

Judy Freeman

Sent from my iPhone

Begin forwarded message:

From: Judy Freeman <Judyhfreeman@gmail.com>
Date: April 23, 2021 at 3:47:48 PM CDT
To: Rick Stephens <ward5.stephens@ci.alpine.tx.us>
Cc: Cindy Symington <sonbyrd@yahoo.com>, Rozolen <rozolens@hotmail.com>
Subject: From Judy Freeman

Dear Rick,

Is there a way for us to get the transcript for what happened at the City Council mtg after the sound went off?

I think focusing on the R 1 zoning status is all the leg we, the neighbors, need to stand on. **They chose to buy a single-family home with nine bedrooms.** By law, they were advised of the R1 zoning when they bought the property.

The noise and the vehicles and the lights and the trash are all things that have developed as a direct result of them having people in those "rooms". Whether you call the complex four apartments are two apartments, there are still four bedrooms with at least four large beds. Probably more. Which can translate into **8 to 15 or more people at any given time.**

What happened to all the four other letters that were sent? Were they read by the other council members? Why were they not read at the meeting?

The police were not called more often because of fear of reprisal and not wanting to be confrontational — especially not with this particular person, who plays the victim, but is in fact the bully. Now I feel as if I have a target on my back and I am worried that the council is inclined to rule in her favor over five single-family residences.

I respectfully request the the city counsel rule against their being allowed to use their single-family home as rental property; and that they confine their hospitality business to their hotel downtown.

Sincerely,

Judy Freeman

Sent from my iPhone



Geo Calderon <g.calderon@ci.alpine.tx.us>

Airbnb 602 N. Cockerel

Janice Moss-Wren <janicejmoss@gmail.com>

To: Geo Calderon <g.calderon@ci.alpine.tx.us>

Tue, Apr 20, 2021 at 7:04 PM

Dear Mayor Ramos,

My mother, Julia Moss, lives at 810 East Avenue A in Ward 1. The home at 602 N. Cockerel is built such that anything that goes on in the backyard of 602 N. Cockerel is heard by the people who live on Avenue A. People who are on vacation are not quiet!

I do not support short term rentals in my mother's neighborhood. It is a nuisance.

The home at 602 N. Cockerel has never been vacant for very long because it is in a nice neighborhood.

Because Julia is 99 years old, I spend quite a bit of time in her home. As my bedroom has been on the front of the house since it has been built I get full force of noise, traffic and light at night. And don't forget the people who just find it inconvenient to park in the parking spaces park on the street in front of other people's homes.

Janice Moss-Wren

Rozolen Stanford
Denis Foley
601 N. Cockrell Street
P.O. Box 1106
Alpine TX 79831

April 12, 2021

Dear Cynthia Salas : City of Alpine Secretary

We live at 601 North Cockrell across the street from Danny Ginn and Monica Quiroga. This letter is in response to an application of a special use permit to allow a Short-Term Rental to be established at 602 N Cockrell.

The Foley Family built our home in this neighborhood in 1967 over 50 years ago. Our family has continuously lived in this home for all those years. Denis and I bought this house from Elizabeth Foley's estate four years ago keeping it in the family. The Hancock Neighborhood surrounding our home is mostly retired people. It is a quiet neighborhood. We get a bit of pass through traffic in front of the house but for the most part it has been a neighborhood where you will see people walking their dogs and riding bikes.

We do not really know Danny and Monica very well. What we do know of them is that they are very industrious and creative. The establishment of their biker bar and hotel downtown has brought tourists to Alpine. What a great idea to provide a hotel and parking for motorcyclists.

I am afraid that the short term rentals behind their house will bring more traffic noise, congestion in the alleyway, noise in general and litter to the street. If it was one unit perhaps these issues could be monitored. I believe there are 3-4 places (that is a motel) to rent in the alley behind their house. This is a residential neighborhood where a few of our neighbors do have single casitas in their backyard. But I do not believe a motel type business belongs on a residential street. I was actually surprised to receive this letter from the city because there have been renters in and out of these units for well over a year. We have seen an increase of traffic. I have picked up trash and cigarette butts off the front curb of my house left by the people staying there. I have been disturbed by the startup of about 5 motorcycles at one time right in front of my house. I have heard my neighbors complain of excess noise coming from the backyard where guests congregate. We have experienced what these short-term rentals would bring to our neighborhood.

I applaud the Ginn/Quiroga contributions to the vitality of downtown Alpine. I kindly request that you not permit a multi-room motel in our R-1 zoned quiet residential neighborhood.

Sincerely,



Rozolen Stanford
Denis Foley

809 E. Ave. A
Alpine, TX 79830
April 7, 2021

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

Dear Mr. Calderon and Alpine City Council,

I am writing in response to a letter I received from the Alpine City Secretary informing my family that a permit application has been made for a short term rental to be established at the house right next door to us (602 N. Cockrell). Because I am unable to attend the meeting, I am submitting this letter to express our objection to a permit being issued in our residential neighborhood.

We purchased our house in 2015 hoping to retire in Alpine in a quiet small town neighborhood, enjoy cool summer nights with open windows, get to know our neighbors and settle into small town life away from the big city where we had spent our entire working lives. Indeed we enjoyed every moment we spent there the first couple years of owning our property. The large house next door at 602 N. Cockrell was sold to its current owners not long afterward and was immediately put to use as a short term rental (Airbnb showed 3 nightly rentals available at that location in 2018). The large courtyard in the center of the lot is directly adjacent to both of our bedrooms, and the noise from late night parties along with the bright lights that are on all night immediately affected our ability to sleep. We could no longer leave windows open because of the noise from the partying, dogs barking, music playing til late night on the weekends - and occasionally during the week as well. We also bought blackout curtains so our house was not lit up like a Christmas tree at night (which have been only marginally successful at curbing the intrusive lights from next door). We were never approached by the new owners either by way of introducing themselves or apologizing for the inconvenience of a couple of the late nights that involved quite a lot of drinking as evidenced by the beer cans in the street the next morning. We were disillusioned to say the least and put our house on the market. It did not sell, and our son has been living there the past year and a half. Clearly this past year has been plagued by shutdowns and lack of tourism, so the year 2020 was a quiet one by way of covid. But also because of the lockdowns which resulted in our decreased income, we returned to work in the City. There's nothing we would like more than to re-retire to the house we thought we bought back in 2015 now that (hopefully) life is starting to return to normal for all of us. I'm told the owners of this house are also opening a boutique hotel at 5th and Ave E. My family would appreciate it very much if their rental business would be restricted to the business district.

I would like to note that our family strongly believes in the rights of property owners. But when those rights infringe upon the rights of others with little to no regard for people who must live in close proximity, quality of life is severely diminished for the innocent.

Thank you for considering my comments.

Cindy and Nick Symington

STR Zoning

PROPERTY NAME	ADDRESS	ZONE	OWNERS RESIDE ON PROPERTY	APPLIED FOR PERMIT	STATUS	Hearing Date
EL NOPAL CASITA	704 E SUL ROSS	R-1	NO	YES	IN PROGRESS	5/4/2021
PURPLE DOOR GUESTHOUSE	1108 W DEL RIO ST	R-1	NO	YES	IN PROGRESS	5/4/2021
HUMMINGBIRD COTTAGE	1107 N 5TH APT A	R-1	NO	YES	IN PROGRESS	5/4/2021
COZY CITY APARTMENT STAY	708 NORTH WALKER ST	R-1				
PEACH HOUSE	1615 W UVALDE	R-1	NO			
EL NIDO (THE NEST)	1007 N 8TH	R-1	YES	YES	APPROVED	4/20/2021
BEACH HOUSE	906 N. 8TH ST	R-1	NO	YES	IN PROGRESS	5/4/2021
EI VIEJO ADOBE	207 N. HARRISON	R-1	NO	YES	IN PROGRESS	5/4/2021
MATTHEW ROGGOW	101 W. STOCKTON ST	R-1	NO			
CASA OCOTILLO	101 W. STOCKTON ST	R-1		YES	IN PROGRESS	5/4/2021
BIRD'S NEST WITH A VIEW	1009 N BIRD ST	R-1	YES	YES	APPROVED	4/20/2021
CASA BLANCA	406, 408 PHELPS / 702, 704 AVE B	R-1	YES	YES	IN PROGRESS	5/4/2021
ALPINE COUNTRY CLUB LOFTS	602 N COCKRELL	R-1	YES	YES	IN PROGRESS	5/4/2021
HANCOCK HOUSE	803 E SUL ROSS AVE	R-1	YES	YES	Tabled	5/4/2021
WHITE HOUSE INN	2003 FT DAVIS HIGHWAY		YES			4/20/2021
THE SILVER CASITA	304 1/2 E AVE B	R-2	NO			
CASA VIDA	604 E GALLEGO	R-2	YES			
WAYFARER'S, CANDELILA	401 E AVE A	R-2	YES			
NONE (EMILY ALEXANDER)(19TH HOLE B&C SUITES	502 E BROWN	R-2	YES			
ALPINE VACATION	502 N 8TH ST	R-2				
CASA ACERO	907 W. EAGLE PASS ST	R-2	NO	YES	APPROVED	4/20/2021
ALPINE BED AND BREAKFAST	403 N. 8TH ST	R-2	YES			
LA CAJITA VERDE	506 E LOCKHART AVE	R-2	YES	YES	APPROVED	4/20/2021
ADOBE VISTA	604 E AVE I	R-1	NO	YES	IN PROGRESS	5/4/2021
ALPINE SUNSET RETREAT	509 S 5TH ST	R-3				
COMFY ADOBE CASITA	508 S 5TH ST	R-3	YES			
2 LIVING AREAS, BAR, POOL TABLE, FIREPIT, WIFI/DISH	512 S 8TH ST	R-3				
CASA DE LOS ABUELOS	301 S 6TH ST	R-3				
. SMART TV/WIFI/DISH	510 S 8TH ST	R-3				
BIRD'S EYE VIEW	601 N BIRD	R-3				
ALPINE WINDMILL HOUSE	302 W AVE B	R-2	NO	YES	IN PROGRESS	5/4/2021
THE DESERT FLAMINGO	708 S CACTUS ST. #1	R-4	NO			
ALPINE HOUSE	902 E AVE J	R-4		YES		
BOTTLE HOUSE BnB	110 WEST MURPHY ST	C-1	NO			
THE VILLA	2400 E HIGHWAY 90 SP#13	C-1	NO	YES	IN PROGRESS	5/4/2021
LOCKHART HACIENDA	105B EAST LOCKHART AVE	R-2	YES	YES	IN PROGRESS	5/4/2021
ALPINE CREEK COTTAGE	409 N 5TH ST	C-1	NO			
ALPINE GUEST QUARTERS	206 & 208 E AVE E	C-2	YES	YES	IN PROGRESS	5/4/2021
DRAGONFLY COTTAGE / BACK ROOM	210 1/2 W AVE E	C-2	YES	YES	IN PROGRESS	5/4/2021
LANGRIDGE LODGE	801 E AVE E	C-2	YES			
BIG BEND BIKER HOTEL	101 W AVE E	C-2	NO			
ALPINE GUEST LOFTS	117 N 8TH ST	C-2	NO			
6TH ST. SUITE	110 N. 6TH ST	C-2				
SUE CASA (NEW)	504 TIPPET	C-2	NO			
LUXURY FARMHOUSE	202 E LOCKHART AVE	C-2	NO			

PROPERTY NAME	ADDRESS	ZONE	OWNERS RESIDE ON PROPERTY	APPLIED FOR PERMIT	STATUS	Hearing Date
EL NIDO	1007 N 8TH	R-1	YES	YES	APPROVED	
BIRDS EYE VIEW	601 N BIRD	R-1	YES	YES	IN PROGRESS	5/4/2021
CASA BLANCA	406, 408 PHELPS / 702, 704 AVE B	R-1	YES / OFFICE	YES	IN PROGRESS	5/18/2021
ALPINE COUNTRY CLUB LOFTS	602 N COCKRELL	R-1	YES	YES	TABLED	4/20/2021
HANCOCK HOUSE	803 E SUL ROSS AVE	R-1	YES	NO		
EL NOPAL CASITA	704 E SUL ROSS	R-1	NO	YES	IN PROGRESS	5/4/2021
CASA OCOTILLO	902 N BIRD ST	R-1	?	YES	APPROVED	4/20/2021
COZY CITY APARTMENT STAY	708 NORTH WALKER ST	R-1	?			
CASA VIDA	604 E GALLEGO	R-2	YES	NO		
WAYFARER'S, CANDELILA	401 E AVE A	R-2	YES	NO		
NONE (EMILY ALEXANDER)(19TH HOLE B&C SUITES	502 E BROWN	R-2	YES	YES		
ALPINE BED AND BREAKFAST	403 N. 8TH ST	R-2	YES	B&B - already has approved CUP		
LA CAJITA VERDE	506 E LOCKHART AVE	R-2	YES	YES	APPROVED	4/20/2021
ALPINE VACATION	502 N 8TH ST	R-2	?			

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial Inspection: At the time of initial application the short-term rental will 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 minimum 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 \$25.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address: 601 N. CORRAL Property Owner: MONICA Phone: _____
 Local Representative: MARCELA GARCIA Phone: 710.884.7587
 Parking Diagram approved: YES / NO Number of occupants approved: 2 / NO

General Requirements

- ☒ Screen windows installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon monoxide detectors as required by fire code.
- ☒ Fire extinguisher in sleeping room.
- ☒ All gas fitting fixtures connected to venting system.
- ☒ Approved 3-way.
- ☒ All plumbing fixtures connected to approved water supply.
- ☒ No leaks or water.
- ☒ No signs of mold or mildew on walls, surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and sanitary condition.

Exterior

- ☒ Basement and all sleeping rooms are protected with windows.
- ☒ Designed to meet egress standards or exterior doors.
- ☒ All egress doors, and windows over 20 inches in height are protected with approved guards.
- ☒ Foundations of the IRC and IFIC are met for dwelling units.
- ☒ Foundation meets or exceeds minimum requirements.
- ☒ No signs of mold, mildew, or water on walls or roof.
- ☒ No signs of mold, mildew, or water on walls or roof.

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 submit an inspection please call 924.527.1223 Building Dept.

Inspected by: DAVID HARRIS Date: 1/28/2021
 Approved by: _____ Date: _____

Interior

- ☒ Steps, walkways, room entrances, of lower 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 sleeping quarters.
- ☒ All solid fuel burning appliances are installed per applicable codes and maintained in safe operating condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel.
- ☒ All fuel burning appliances are installed.

Structural

- ☒ Dwelling has no signs, walls or flooring of collapse, cracks, settling or soil movement or other structural members due to excessive loading or deterioration.
- ☒ No split, crack, lean or bowing of dwelling walls, partitions or other vertical supports due to foundation movement or deterioration.
- ☒ No evidence of cracks or damage to exterior walls or doors.

City of Alpine

Attn: Geo Calderon

100 North 13th Street

Alpine, TX 79830

03/04/2021

Dear Geo:

This document serves as the required letter proposing the Short Term Rental (STR) use for our Lofts located at 602 North Cockrell, collectively known as Alpine Country Club Lofts. The Lofts are in active use as Short Term Rentals. They have not and will not cause substantial harm to the value, use or enjoyment of other properties in the neighborhood. We have enough onsite parking for 14-15 vehicles, or 2 full sized parking spaces per bedroom in this 7 bedroom house. Our home is 5,228 square feet, plus another 2,000 square feet of garage space. We utilize 2,250 square feet of space for STRs.

Our courtyard is completely private, fenced and surrounded by 40' tall pine trees. Our property takes up almost the entire block. The eastern edge of the property is the only line shared with another home, and that property line is blocked with 8' tall privacy fencing and the aforementioned pine trees. The compound is U-shaped, and all guest access points feed into the courtyard. Guests do not interact with neighbors, nor do our neighbors have the ability to interact with our guest without trespassing on our property.

We have full time staff clean between guests, and they're on site every day doing maintenance. We hire professional landscapers who've cared for the grounds for well over a decade. We have security cameras with motion detectors in all parking areas that we access from our phones.

The property adds to the value of the neighborhood, as it was built for use as a swingers' compound for sex parties in 1978 and was in use as such for many decades. The house is occupied full time by our family and rooms previously used for swingers' events are now used instead as short-term rentals instead. As one of the largest homes in the City, the property increases property value for the surrounding neighborhood.

The spaces were set up apartment-style but have no individual kitchens, as the original intended use did not require space to cook. STR is the highest and best use for the Lofts. We look forward to continuing to serve guests of our STRs in a responsible manner.



Danny Ginn and Monica Quiroga

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

602 N. Cockrell

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 74 Addition HANCOCK

Square footage of property

5228

Number of Bedrooms & Units

7 Br

Size of property lot

3 units

.4996 acres

Present zoning district

unk - residential

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)

DANNY GINN
MONICA QUIROGA

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

602 N. Cockrell ALPINE TX 79830

City/State/Zip code of property owner

ALPINE TX 79830

Telephone number of property owner

210 884 7587

Email address of property owner

DANNICA.INVESTMENTS
LLC @ GMAIL.COM

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Monica Quiroga

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

602 N. Cockrell

City/State/Zip code of designated operator

ALPINE TX 79830

Telephone number of designated operator

210 884 7587

Email address of designated operator

DANNICA.INVESTMENTS
LLC @ GMAIL.COM

PART 4. SUPPORTING DOCUMENTSPlease 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. ☒ **HA Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☒ **HA 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 apolicant'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)

Monica Quiroga
Print Property Owners Name

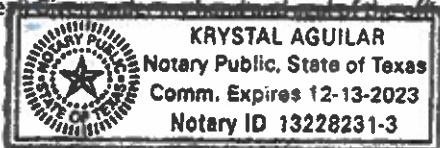
[Signature]
Property Owners Signature

The State Of Texas
County Of Brewster
Before Me Krystal Aguilar
(Notary)

on this day personally appeared Monica Quiroga
(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 5th day of March, A.D. 2021



Krystal Aguilar
Notary in And for State of Texas

Danny Ginn
Print Property Owners Name

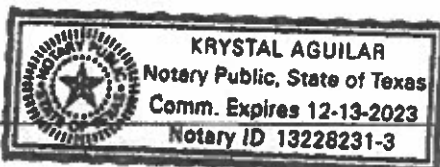
[Signature]
Property Owners Signature

The State Of Texas
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Before Me Krystal Aguilar
(Notary)

on this day personally appeared Danny Ginn
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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.

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Krystal Aguilar
Notary in And for State of Texas

CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION

☐ New ☐ Change
CONTINUING

SECTION 1: PROPERTY INFORMATION

Property Name ALPINE COUNTRY CLUB LOFTS	Street Number 602	Street Name N. Cockrell
LEGAL DESCRIPTION		
Addition, Block, Lot HANCOCK, Block 74, Lots 1, 2, & 3		Total Number of Units in Building 3

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

A. Individual Ownership

Owner First Name MONICA	Owner Last Name QUIROGA	Primary Telephone Number 210 884 7587
Mailing Address 602 N. Cockrell ALPINE TX 79830		Email Address DANNICA- INVESTMENTS. LLC @ GMAIL . COM
B. Corporate Ownership N/A		

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 **SAME AS OWNER**

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.

[Signature]
Applicant's Signature

MONICA QUIROGA
Printed Name

3/4/2021
Date

C

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☐ New ☐ Change

CONTINUING

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: 602 N. Cockrell ALPINE, TX 79830

Property Owner Name: MONICA QUIROGA

Local Representative:

Name: MONICA QUIROGA Telephone: 210 884 7587

Physical Address: 602 N. Cockrell Email: DANNICA INVESTMENT LLC @ GMAIL.COM

Mailing Address:

602 N. Cockrell 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: [Signature] Date: 3/4/2021

Property Owner's Signature: [Signature] Date: 3/4/2021

**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.

602 N. Cockrell ALPINE TX 79830
(Property Address)

N/A - No HOA
(Managing HOA Representative Signature)

Date: _____

OR

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

602 N. Cockrell ALPINE TX 79830
(Property Address)


(STR Owners Signature)

Date: 3/4/21

**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

3/4/2021

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/04/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TRI, LLC Post Office Box 900 Alpine, TX 78831	432-837-3459	CONTACT NAME: PHONE (A/C No, Ext): 432-837-3459 FAX (A/C No): 432-837-2910 EMAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE	
INSURED DANNICA INVESTMENTS, LLC GRINGO COFFEE & COCKTAILS, LLC Post Office Box 880 Alpine, TX 78831	INSURER A: SCOTTSDALE INSURANCE COMPANY	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		CPS7114834	05/31/2020	05/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Commercial Aplica		CPS7114834	05/31/2020	05/31/2021	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

OVERNIGHT LODGE, RESTAURANT, BAR, COFFEE SHOP
 101 WEST AVENUE E, ALPINE, TEXAS
 602 NORTH COCKRELL, ALPINE, TEXAS ★

CERTIFICATE HOLDER

CITY OF ALPINE
 301 NORTH 13TH STREET
 ALPINE, TX 78830

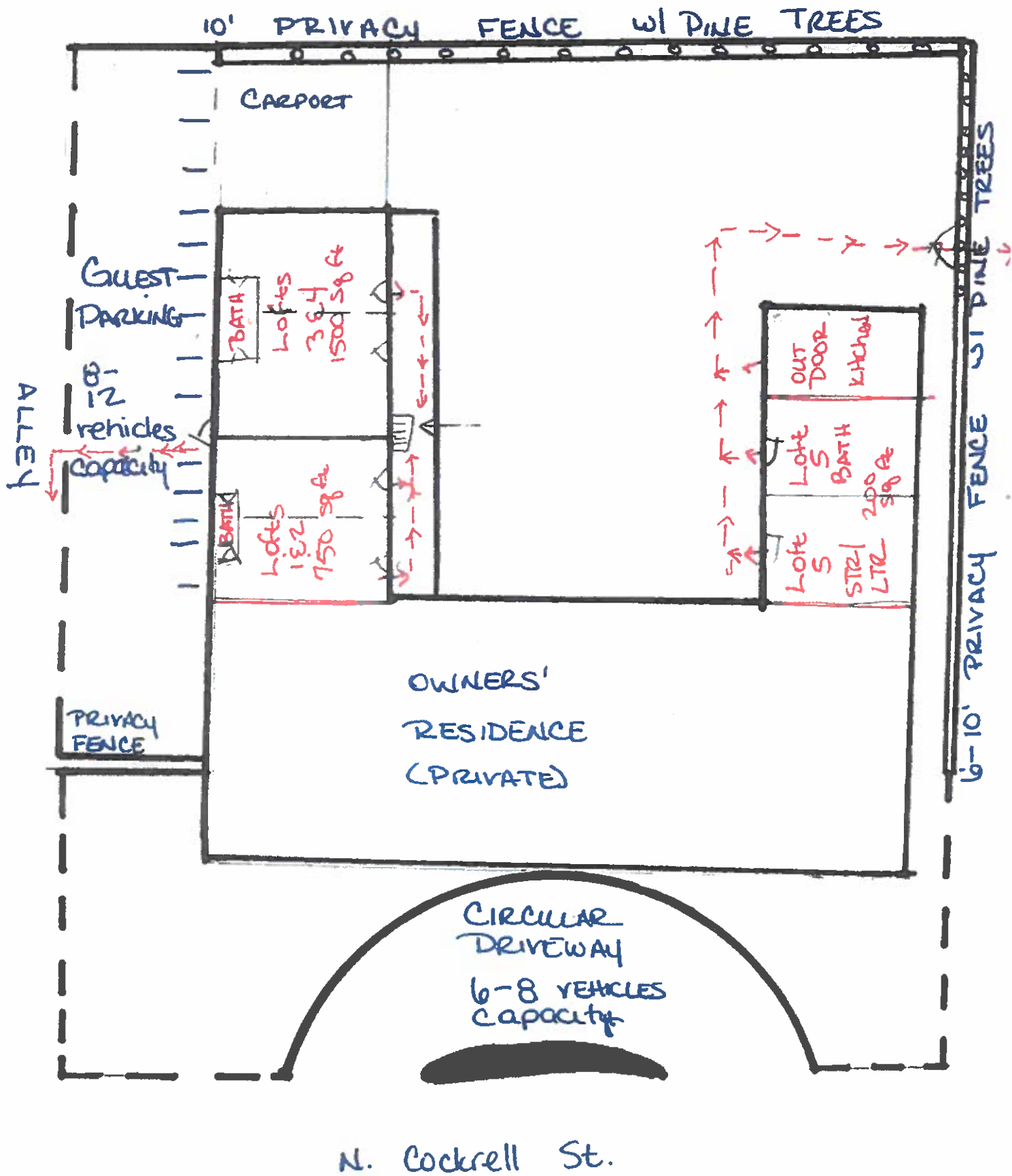
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Barbara Paulin

● FIRE EXTINGUISHER
→ → EVACUATION ROUTE



REDACTED DL

Brewster CAD

602

N Cockrell
PROOF OF

OWNERSHIP

Property Search Results > 11000 GINN DANNY RAY AND MONICA LEEANN QUIROGA for Year 2020

2020

Property

Account

Property ID: 11000
 Geographic ID: 971700740001000000
 Type: Real
 Property Use Code:
 Property Use Description:

Legal Description: HANCOCK B, BLOCK 74, LOT 1,2,3
 Zoning:
 Agent Code:

Location

Address: 602 N COCKRELL
 ALPINE, TX
 Neighborhood: HANCOCK
 Neighborhood CD: HANCOCK

Mapsco:

Map ID:

Owner

Name: GINN DANNY RAY AND MONICA LEEANN QUIROGA
 Mailing Address: 602 N COCKRELL ST
 ALPINE, TX 79830

Owner ID: 37143
 % Ownership: 100.000000000000%

Exemptions

Values

(+) Improvement Homesite Value:	+	\$451,754	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$28,943	
(+) Land Non-Homesite Value:	+	\$0	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0
<hr/>			
(=) Market Value:	=	\$484,697	
(-) Ag or Timber Use Value Reduction:	-	\$0	
<hr/>			
(=) Appraised Value:	=	\$484,697	
(-) HS Cap:	-	\$0	
<hr/>			
(=) Assessed Value:	=	\$484,697	

Taxing Jurisdiction

Owner: GINN DANNY RAY AND MONICA LEEANN QUIROGA
 % Ownership: 100.000000000000%
 Total Value: \$484,697

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
11	City of Alpine	0.553753	\$484,697	\$484,697	\$2,684.03
2	Brewster County	0.389601	\$484,697	\$484,697	\$1,888.39
21	Alpine ISD	1.294701	\$484,697	\$484,697	\$6,275.37
4	Big Bend Regional Hospital District	0.107077	\$484,697	\$484,697	\$519.00
CAD	Central Appraisal District	0.000000	\$484,697	\$484,697	\$0.00
Total Tax Rate:		2.345131			

Taxes w/Current Exemptions: \$11,366.79

Welcome to Alpine Country Club Lofts! We're glad you're here.

Information that you may find helpful:

24- hour contact information-

Send us a message on your booking platform first in accordance with the booking platform's terms of service. If you don't hear back from us within five minutes, you may reach Monica on her cell phone at 210-884-7587.

Guest parking is on the north side of the compound. Motorcycles can park under the portico over the driveway in the front of the house.

We do not provide daily housekeeping. We will dispose of trash after your stay. If you need, the dumpster is in the alley, across from guest parking. Trash day is Thursday.

In case of an emergency call 911. The City of Alpine's non emergency number for the Alpine Police Department is 432-837-3486 and the Alpine Volunteer Fire Department is 432-837-2366.

Weather.com is a resource for potential weather alerts. Ready.gov is a resource for other emergency alerts.

See Floor Plan for fire exits. You can exit your unit from either door, go down the stairs and into the courtyard. From the courtyard, exit through the entrance to guest parking, or through the south side courtyard gate behind the pergola.

There is a fire extinguisher in your bathroom, and another in the courtyard kitchen.

Thank you for choosing Alpine Country Club Lofts. Enjoy your stay!

Danny and Monica

- b. Short Term Rental Special Use Permit for 210 ½ W Ave E. Owner of record is Jennifer Hatch.

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 210 1/2 W AVE E Property Owner Jenny Hatch Phone 432-363-4244
Local Representative Sarah Sibley Phone 432-230-2735

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 TCSP Inspector Approved DH Date: 4.1.2021

Requires re- Inspection _____

Approved _____ Date: _____



April 6, 2021

City of Alpine
100 N. 13th St., Alpine, TX 79830

Dear Geo Calderon and the Alpine City Council,

We are proposing that we use Dragonfly Cottage and Back Room, located at 210 w Ave E in Alpine, Texas as a short-rental property. Located behind the Salon Americana, the two units have been operating in a short term rental capacity for several years. No harm will be caused to the value of the property or to other homes in the neighborhood due to the use as a short-term rental.

Visitors to Dragonfly Cottage and Back Room frequently comment on the convenient location and proximity to all the downtown amenities. Guests love the ability to walk to all the downtown shops, galleries and restaurants.

Dragonfly Cottage and Back Room are managed by Bienvenido Big Bend as of 2019. I am dedicated to representing this property, as well as, the City of Alpine as a positive and welcoming vacation destination to visitors while striving to reduce any inconvenience to residential neighbors.

Sincerely,

April McAnally
Owner
Bienvenido Big Bend

432-386-8296

bienvenidobigbend@gmail.com

Bienvenidobigbend.com

117 N 6th St. Alpine, Texas 79830



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 210 W AVENUE E, Alpine, Texas 79830	
Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet) Lot 6-8 Block 6 Addition COMMERCIAL CENTRAL	
Square footage of property 1232 sq ft, 168 sq ft	Number of Bedrooms & Units 2 UNITS
Size of property lot 9,230 sq ft	
Present zoning district R	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) JENNIFER HATCH	
Mailing address of property owner (cannot be P.O Box) 410 N 8TH ST	
City/State/Zip code of property owner ALPINE, TEXAS 79830	
Telephone number of property owner 512-516-0303	Email address of property owner JENNY@BREWSTERCOUNTYLODGING.COM
PART 3. DESIGNATED OPERATOR'S INFORMATION	
Name of designated operator ASSISTANCE BY APRIL dba BIENVENIDO BIG BEND	
Designated operator's physical address (must be located within 30 minutes of STR property) 117 N. 6th St.	
City/State/Zip code of designated operator Alpine, Texas 79830	
Telephone number of designated operator 432-386-8296	Email address of designated operator bienvenidobighend@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.
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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)

Jennifer Hatch
Print Property Owners Name

Jennifer Hatch
Property Owners Signature

The State Of Texas
County Of Dallas
Before Me Judy L. Stokes
(Notary)

on this day personally appeared Jennifer Hatch
(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

29th day of March A.D. 2021



Judy L. Stokes
Notary in And for State of Texas

Print Property Owners Name

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**

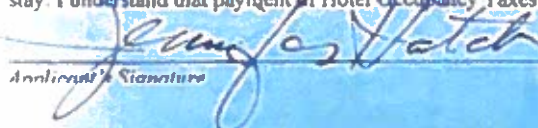
☒ New ☐ Change

SECTION 1: PROPERTY INFORMATION		
Property Name DRAGONFLY COTTAGE; BACK ROOM	Street Number 210	Street Name WEST AVENUE E
LEGAL DESCRIPTION		
Addition, Block, Lot 01, BLOCK 6, LOT 6-8 W/1' OF 6,7,8		Total Number of Units in Building 2

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name JENNIFER	Owner Last Name HATCH	Primary Telephone Number 512-516-0303
Mailing Address 410 N 8TH ST, ALPINE, TEXAS 79830		Email Address JENNY@BREWSTERCOUNTYLODGING.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 <i>If Different than owner</i>	
A. Individual Ownership	
Property Manager Name APRIL MCANALLY ASSISTANCE BY APRIL LLC DBA BIENVENIDO BIG BEND	Primary Telephone Number 432-386-8296
Mailing Address PO BOX 1235, ALPINE, TEXAS 79831	Email Address BIENVENIDOBIGBEND@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.


Jennifer Hatch
3/29/21

Applicant's Signature
Printed Name
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: 210 WAVE E, ALPINE, TEXAS 79830

Property Owner Name: JENNIFER HATCH

Local Representative:

Name: APRIL MCANALLY Telephone: 432-386-8296

Physical Address: 117 N 6TH ST, ALPINE, TEXAS 79830 Email: BIENVENIDOBIGBEND@GMAIL.COM

Mailing Address: PO BOX 1235, ALPINE, TEXAS 79831

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: April McAnally

Date: 3/29/2021

Property Owner's Signature: Jennifer Hatch

Date: 3/29/21

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.

210 W AVE E, ALPINE, TEXAS 79830

(Property Address)

J. Vander Hatch

(STR Owners Signature)

Date: 3/29/21



HATCJE1

OP ID: S1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TRI, LLC Post Office Box 900 Alpine, TX 79831	432-837-3459	CONTACT NAME: PHONE (A/C, No, Ext): 432-837-3459 FAX (A/C, No): 432-837-2910 E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: SCOTTSDALE INSURANCE COMPANY		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Jennifer (Jenny) Hatch
DBA Americana
210 West Avenue E
Alpine, TX 79830

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

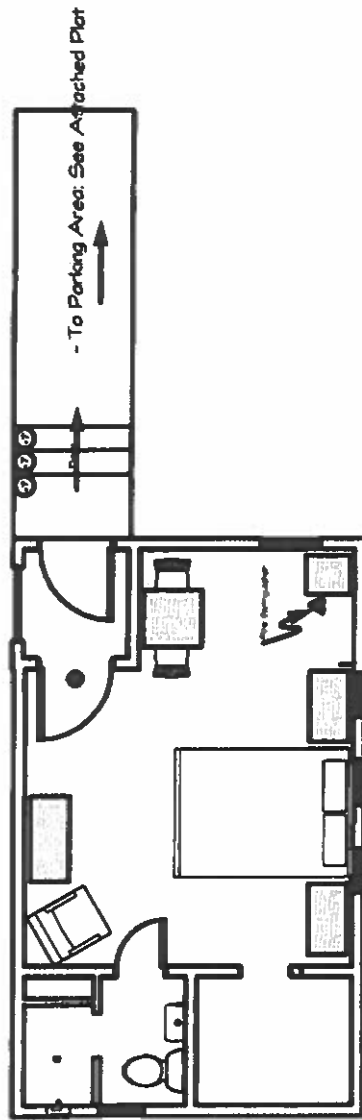
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			CP57299366	02/04/2021	02/04/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Commercial Applica			CP57299366	02/04/2021	02/04/2022	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
SMALL OVERNIGHT RENTAL

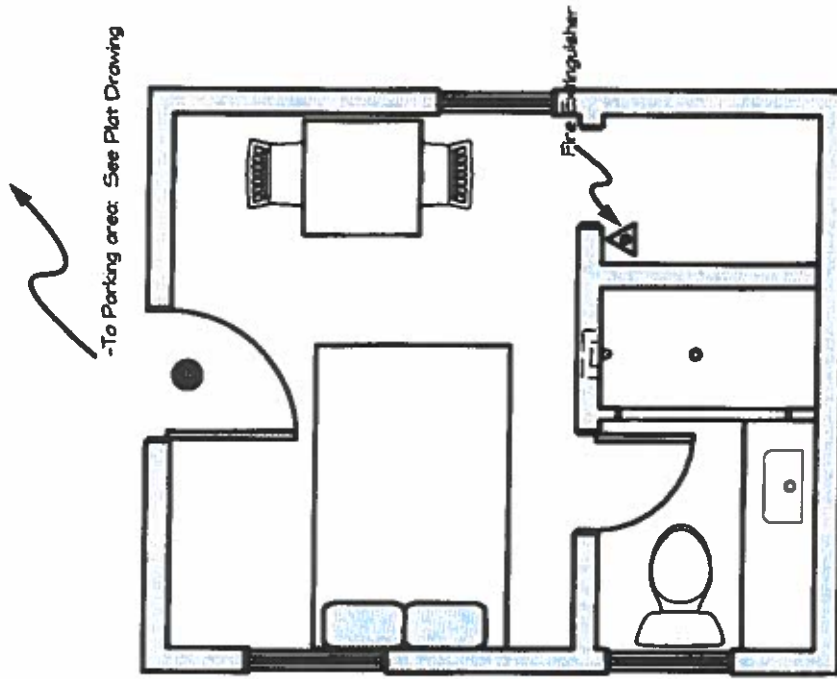
CERTIFICATE HOLDER	CANCELLATION
NAMED INSURED JENNIFER HATCH AMERICANA 210 West Avenue E ALPINE, TX 79830	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Barbara Paulson</i>

● -smoke alarm



210 W. Ave E	
TITLE CAD FILE NAME Back Room.wvx	
SCALE 1/4"=1'-0"	DRAWING NUMBER 1 of 1

● -smoke alarm



210 W Ave. E (B)

TITLE
CAD FILE NAME
Dragon Fly.wvx

SCALE 1/4"=1'-0" DRAWING NUMBER 1 of 1

Port 20 W Ave End Parking Area

REDACTED DL

WARRANTY DEED WITH VENDORS LIEN

Doc# 99533

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BREWSTER

THAT We, Vernon L. and Sally J Stump, 47203 S Hwy 118, Alpine TX 79830, County of Brewster, State of Texas for and in consideration of the sum of TEN DOLLARS, (\$10.00) and other valuable consideration to the undersigned paid by the Grantee herein named, the receipt of which is hereby acknowledged, and the further consideration of the execution and deliver by the Grantee one certain note in the principle sum of One hundred ten thousand, (\$110,000), payable to the order of the Grantor and due and payable in monthly installments of \$852.83, including interest at the rate of 7% per annum, commencing on the 1st day of January, 2016 and continuing on the 1st day of each month thereafter for a total of TWO HUNDRED FORTY months and shall continue until December 1, 2035, on which date the balance thereof plus accrued interest shall be wholly due and payable. The payment of which note is secured by the date herewith to Eve Trook, Trustee have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL, AND CONVEY, unto Jennifer Hatch, 1107 N 5th Street, Alpine, TX 79830, to-wit:

The West Seventy-one feet (W.71') of Lots Six (6), Seven(7), and Eight (8), Block Six (6), ORIGINAL TOWNSITE OF ALPINE, located in Brewster County, Texas.

Plus a twenty foot (20') wide by One hundred thirty and fifty-six one hundredths foot (130.56") easement for ingress and egress to the property running parallel to the East property line of the above referenced property. Easement is for use of all owners of property located on Lots Six (6), Seven (7), Eight (8), of Block Six (6) ORIGINAL TOWNSITE OF ALPINE

. This conveyance is subject to the following:

Taxes for the year 2015 will be paid by Grantor, and Grantee assumes the payment thereof for the year 2016 and subsequent years.

TO HAVE AND TO HOLD the above described premises, together with all singular the rights and appurtenances thereto in anywise belonging unto the Grantee, his heirs and assigns forever; and Vernon L. and Sally J. Stump does hereby bind her successors and assigns to WARRANT AND FOREVER DEFEND all and singular the said premises unto the said Grantee, his heirs and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

But It is expressly agreed that the VENDOR'S LIEN, as well as the Superior Title, in and to the above described premises, is retained against the above described property, premises and improvements until

the above described note and all interest thereon are fully paid according to the face, tenor, effect and reading thereof, when this Deed shall become absolute.

Executed this ^{31st} 30th day of December, 2015.
SJS vl



Vernon L. Stump




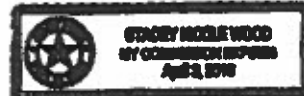
Sally J. Stump

STATE OF TEXAS

COUNTY OF BREWSTER

BEFORE ME, the undersigned authority, on this ^{31st} 30th day of December, 2015 personally appeared VERNON L. STUMP. Known to me 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 herein expressed.



Notary Public State of Texas
Expires: April 3, 2016

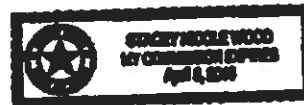


STATE OF TEXAS

CONY OF BREWSTER

BEFORE ME, the undersigned authority, on this ^{31st} 30th day of December, 2015 personally appeared Sally J. Stump, Known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration herein expressed.


Notary Public State of Texas
Expires: April 3, 2016



Doc# 99533
Pages 2
01/04/2016 2:47PM
Filed & Recorded in
Official Records of
BREWSTER COUNTY
BERTA RIOS-MARTINEZ
COUNTY CLERK
Fees \$30.00

STATE OF TEXAS
COUNTY OF BREWSTER
I hereby certify that this Instrument was
FILED on the date and at the time stamped
hereon by me and was duly RECORDED in the
Volume and Page of the Official Public
Records of Brewster County, Texas
VOL 318 PAGE 711

RECORDED : 1-5-2016

Berta Rios-Martinez

County Clerk, Brewster County, Texas



Welcome to The Back Room!

IN CASE OF EMERGENCY CALL 911

OTHER EMERGENCY NUMBERS

Alpine Police Department – 432.837.3486

Brewster County Sheriff's Department – 432.837.3488

Fire Department Non-Emergency Only – 432.837.2366

Animal Control – 432.837.3486

Poison Control – 800.222.1222

Host April – 432.386.8296

SEVERE WEATHER ALERTS

Tune into local radio stations KVLB 1240 AM or KALP 92.7 FM

WIFI CONNECTION INFO

Network Name: americana

Password: barbershop96

House Rules — No Smoking. There is a small courtyard located beside The Back Room. Feel free to smoke there. No Parties. Please do not rearrange the furniture.

TV Info — The smart tv has apps available to watch your favorite shows. IT also has cable TV. The tv and the cable box use different remotes. Don't forget to sign out of your app accounts before checking out.

Trash — There is a dumpster located in the alley.

Parking — Park in any of the spots facing Americana Salon. You may also park on the 6th, 7th or Holland Ave. Please do not park in the spaces facing the opposite building in the shared parking lot.

Heat/AC — There is window unit that works as an AC and there is a space heater provided if you get chilly. A central unit for the entire building controls central heat and air. If you need the heat changed (up or down), please text me to let me know prior to 8pm.

Courtyard — You are welcome to enjoy the backyard next to The Back Room and between the fence by the alley.

Train — The Back Room is located just a few blocks from the train station. The train rolls through town a few times a day. It can be a bit noisy, but ear plugs are provided with each stay for those light sleepers.

Attractions –

Museum of the Big Bend
Museumofthebigbend.com

Gage Gardens
gagehotel.com/experience/gage-gardens

Post Park
texasmountaintrail.com

McDonald Observatory
mcdonaldobservatory.org

Balmorhea State Park
tpwd.texas.gov

Kokernot 06 Cowboys Baseball Stadium
alpine.pecosleague.com

Hiking –

Point of Rocks
Alltrails.com

Chihuahuan Desert Research Institute
cdri.org

Hancock Hill/Desk Hike
Alltrails.com

Big Bend National Park
Nps.gov

Big Bend Ranch State Park
tpwd.texas.gov

Davis Mountain State Park
tpwd.texas.gov

Gas – (* Pro Tip – Full up before heading south)

Stripe's

The Triangle

Uncles

Groceries, ATM –

Blue Water Natural Food
One Mile South 45978, TX-118
Alpine, Texas 79830

Porter's Thriftway
104 N 2nd Street
Alpine, Texas 79830

Porter's Thriftway
101 E Sul Ross Street
Alpine, Texas 79830

Dog Park – Kokernot Park off Fighting Buck Ave.

Events – For updated info on Events check with:

Chamber of Commerce
www.visitalpinetx.com

Big Bend Tourism Council
visitbigbend.com

Alpine Avalanche
alpineavalanche.com

Laundry – Tumbleweed Laundry, 215 E Holland Ave, Texas 79830

Restaurants – For updated info on local restaurants and food trucks check with www.visitalpinetx.com

Souvenirs – Many shops and galleries downtown offer souvenirs, as well as True Value Hardware. (IT's way more than just a hardware store.)

CHECKOUT INSTRUCTIONS

Our housekeepers work very hard to make sure everything is clean and sanitized before your arrival. They would greatly appreciate if you could do the following:

- Wash any dishes
- Discard any food boxes

THANK YOU FOR STAYING!
COME BACK SOON!

MORE ABOUT BIENVENIDO BIG BEND

Hi! I'm April and most likely have been corresponding with you before your arrival. I "married into Alpine" over 20 years ago when I met my husband who was born and raised here. Having grown up on a cotton farm, I was used to rural living. But I never expected to fall in the love with the desert mountains. Alpine and the entire Big Bend is a truly unique area. The love of the area and my love of hospitality were married when I had the opportunity to manage short term rentals. I began Bienvenido Big Bend and have continued to add to my portfolio of vacation homes in Alpine.

I am honored that the owners of The Back Room have entrusted me to manage their home, and grateful that you have chosen to reserve it for your stay. My staff and I take pride in providing clean and comfortable homes to visitors in the area.

Enjoy your stay and Bienvenido a Big Bend!





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Bienvenido
Big Bend

- c. Short Term Rental Special Use Permit for 1108 W Del Rio St. Owner of record is Alberto Cavazos.

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 ensure 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: 1108 W DEL R-O Property Owner: Alberly (Aubrey) 951-824-5193

Local Representative: Alberly CAVAZOS Phone: (SAME)

Permitting Fee: 100 Number of occupants approved: 100

General Requirements

- ☒ House number visible and clearly visible from street.
- ☒ House number visible to all sleeping quarters.
- ☒ Current electrical service as required by the code.
- ☒ Fire extinguisher or fire alarm system.
- ☒ All gas piping installed in accordance with approved P-traps.
- ☒ All plumbing fixtures connected to approved sewer, water, vent and cold water.
- ☒ No signs of leaks or damage on walls or floors.
- ☒ No signs of infestation from rodents or insects.
- ☒ All safety features installed and maintained in safe and working condition.

Safety

- ☒ All means of egress are provided with windows.
- ☒ All doors, stairs, and balconies over 30 inches in height are provided with approved guardrails.
- ☒ Handrails of the stairs and the one way for dwelling units.
- ☒ Dwelling has no broken windows or doors.
- ☒ No fire, smoke, gas, or other hazards are present or that conditions that affect the protection of the structure exist.

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

To request an inspection please call 951-824-5193 Building Services.

Inspected by: DAVID HALL TEP Date: 5.22.2021

Electrical

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

- ☒ Dwelling is equipped with heating facilities in sleeping quarters.
- ☒ All solid fuel burning appliances are installed per applicable codes.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel-burning appliances are installed.

Structural

- ☒ Dwelling has no sag, splits or buckling of ceiling, roof, walls or roof supports or other structural members due to defective material or installation.
- ☒ No sag, lean, tilt, or buckling of dwelling walls, partitions or other vertical supports due to defective material or construction.
- ☒ No evidence of decay or damage to exterior walls or stairs.

April 7, 2021

City of Alpine

100 N. 13th Street

Alpine, TX 79830

Dear Sirs:

This letter serves as a letter of support for the short-term rental permit for Purple Door Guesthouse.

Purple Door Guesthouse is a locally owned and operated short-term rental property located at 1108 West Del Rio Street in Alpine. Its owners Alberto and Christine Cavazos, who reside at 1202 West Del Rio Street, have been recognized as AirBnb superhosts on an on-going basis since the guesthouse's registry and listing on the AirBnB website.

The guesthouse enhances the residential neighborhood by maintaining a neat, tidy outer appearance and a clean, inviting guest residence. The home's exterior is freshly painted and the front yard landscaping is attractive and well-maintained. The covered carport allows for on-site parking which does not interfere with curbside parking on Del Rio Street.

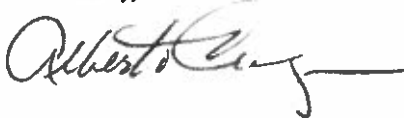
The most common lengths of guest reservations are three days or one week; thus, there is minimal disruption as guests settle in for an extended stay to explore Alpine and the Big Bend area.

The owners of Purple Door Guesthouse take great pride in the appearance of the residence and in providing a quality experience for their guests.

Alberto and Christine Cavazos have cooperated fully with the City of Alpine's guidelines regarding short-term rentals by registering the guesthouse, paying the hotel occupancy taxes in a timely manner, and participating in the Lodging Safety program.

Thank you for your continued support in the success of Purple Door Guesthouse.

Sincerely,

A handwritten signature in black ink, appearing to read "Alberto Cavazos", with a long horizontal flourish extending to the right.

Alberto Cavazos

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

1108 W. Del Rio St, Alpine

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

Lot 5 Block 22 Addition Shipman

Square footage of property

864

Number of Bedrooms & Units

2

Size of property lot

7,000 sq ft.

Present zoning district

Residential

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)

Alberto + Christine Cavazos

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

P.O. Box 891 — 1202 W. Del Rio St, Alpine, TX 79831

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

(956) 874-5173

Email address of property owner

acavazos11@gmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Alberto Cavazos

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

1202 W. Del Rio St, Alpine

City/State/Zip code of designated operator

Alpine, TX 79830

Telephone number of designated operator

(956) 874-5173

Email address of designated operator

acavazos11@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)

Alberto Cavazos
Print Property Owners Name

Alberto Cavazos
Property Owners Signature

The State Of TEXAS

County Of BREWSTER

Before Me DONALD WETTERAUER on this day personally appeared ALBERTO CAVAZOS
(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 6th day of APRIL, A.D. 2021

Donald Wetterauer
Notary in And for State of Texas

Christine Cavazos
Print Property Owners Name

Christine Cavazos
Property Owners Signature

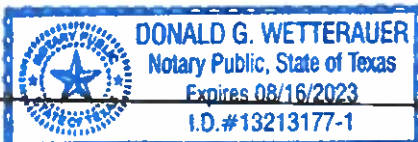
The State Of TEXAS

County Of BREWSTER

Before Me DONALD WETTERAUER on this day personally appeared CHRISTINE CAVAZOS
(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 6th day of APRIL, A.D. 2021



Donald Wetterauer
Notary in And for State of Texas

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☒ New ☐ Change
already registered

SECTION 1: PROPERTY INFORMATION		
Property Name <i>Purple Door Guesthouse</i>	Street Number <i>1108</i>	Street Name <i>W. Del Rio St.</i>
LEGAL DESCRIPTION		
Addition, Block, Lot <i>Shipman, Block 22, Lot 5</i>	Total Number of Units in Building <i>1</i>	

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name <i>Alberto</i>	Owner Last Name <i>Cavazos</i>	Primary Telephone Number <i>(956) 874-5173</i>
Mailing Address <i>P.O. Box 891 Alpine, TX 79831</i>		Email Address <i>acavazos11@gmail.com</i>
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 <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.

Alberto Cavazos
Applicant's Signature

Alberto Cavazos
Printed Name

4/7/2021
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: 1108 W. Del Rio, Alpine

Property Owner Name: Alberto Cavarzas

Local Representative:

Name: Alberto or Christine Cavarzas **Telephone:** (956) 874-5773

Physical Address: 1208 W. Del Rio St, Alpine **Email:** acavarzas11@gmail.com

Mailing Address:
P.O. Box 891, Alpine, TX 79831

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: Alberto Cavarzas **Date:** 4/7/2021

Property Owner's Signature: Alberto Cavarzas **Date:** 4/7/2021

**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.

1108 W. Del Rio St, Alpine, TX
(Property Address)

Albert [Signature] Christine [Signature]
(STR Owners Signature)

Date: 4/7/2021

**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.


Property Owner's Signature

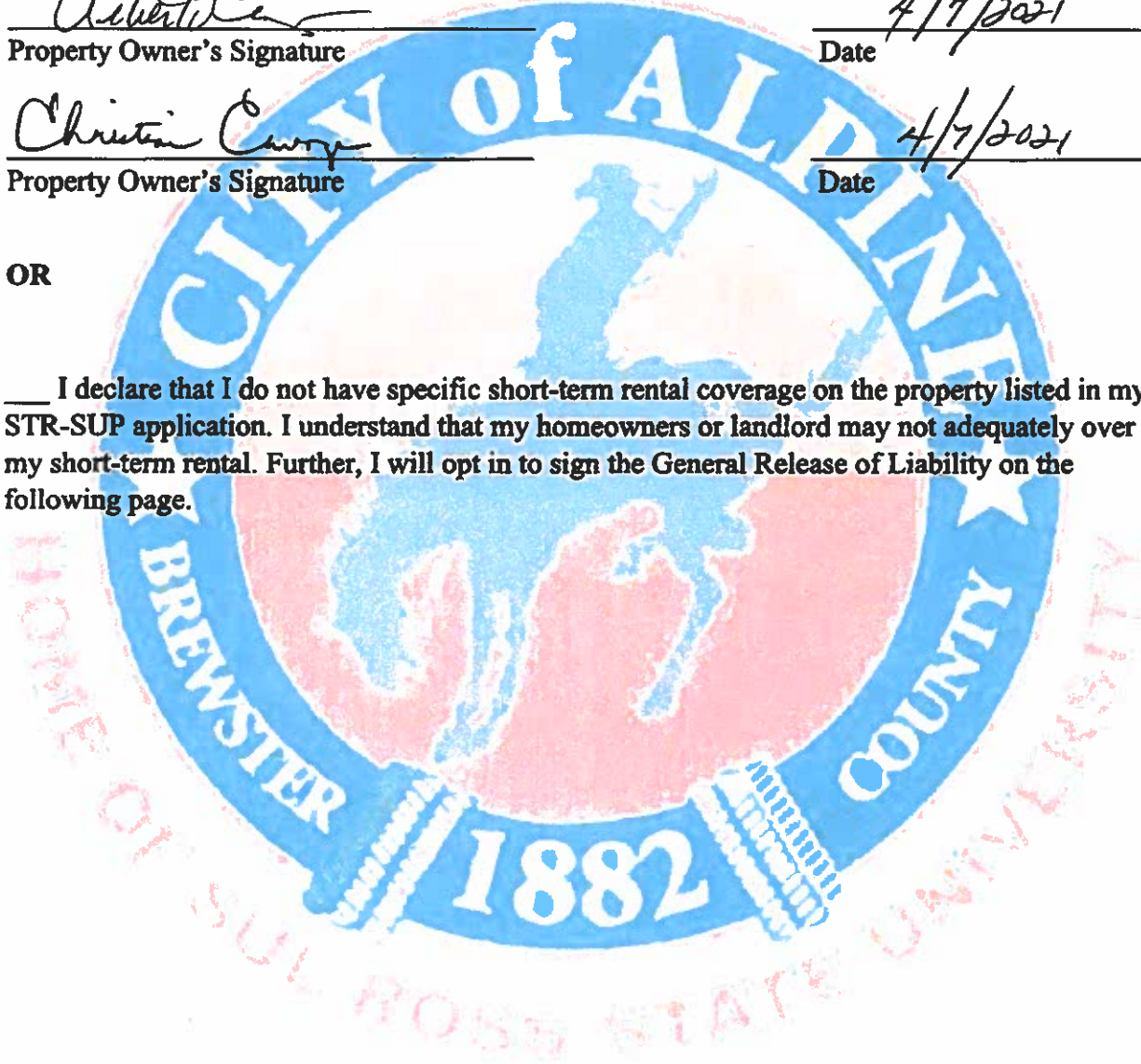
4/7/2021
Date


Property Owner's Signature

4/7/2021
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.



Fwd: Proper Vacation Rental Insurance
TX 79830

to Street Alpine

From:

To:

Date: T.

REDACTED VOIDED CHECK

Alberto Carr

Begin forum

From: C

Date: D

To: "C"

Subject:

Location

Renewal

Date:

Total Cost:

Insurance

Property Deductible:

Wind or Hail

Deductible

Agency:

Agent:

\$1,527.71

\$1,000.00

2% of Total Insured Real Property Limits, Subject to a Minimum of \$5,000.00

Proper Insurance®

Ian Smith at 888-631-6680 or via email Ian@properinsure

Dear Alberto,

Your Lloyd's of London vacation rental insurance policy will automatically renew on 01/22/2021 and the renewal policy is attached. The renewal policy is based on the expiring coverages with an inflation guard increase on your building, contents and business income limits.

There are three new endorsements on your renewal policy that restrict coverage, please review the attachment for more information.

Renewal To-Do List

1. Please mail a check, as you did last year, for the full premium to: Proper Insurance, 14 West Patrick St., Suite 201, Frederick, MD 21701.

Commercial General Liability

Across the U.S., numerous municipalities now require short-term rentals to carry commercial general liability insurance (CGL). Rest assured, your renewal automatically includes \$1,000,000 per occurrence of CGL. In addition, you may now raise your occurrence limit to \$2,000,000 for a minimum premium of \$150. Please contact your agent for official pricing.

Deductible Options

We have negotiated with Lloyd's to apply greater credits for higher deductibles. Below are your total cost of insurance options based on the different property deductibles with a 2% Wind or Hail Deductible (subject to a minimum of \$5,000.00). If you wish to change your renewal policy to a different deductible, please notify your agent.

Property Deductible	Including Wind or Hail (Wind or Hail Deductible 2%)
\$1,000	\$1,527.71
\$2,500	\$1,451.11
\$5,000	\$1,349.34
\$10,000	\$1,221.33

Discounts Available

Would You Like to Become A Certified Safe Short-Term Rental? As a Proper customer, you have an opportunity to become certified safe right from your smartphone with a self-inspection! Proper has partnered with Breezeway to offer an industry best-in-class online safety inspection and certification program. Once certified, Proper is notified and you will receive a 5% base property and 5% base liability premium credit which will be refunded promptly. In addition, you will receive digital and physical Proper/Breezeway Certified Safe Decals to be used in your online marketing/listings and placed at the property. Enter promo code

GENERAL RELEASE OF LIABILITY

I, Alberto Cavazos, of 1108 W. Du Rio St.,
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 7 day of April, 20 21.
Day Month Year

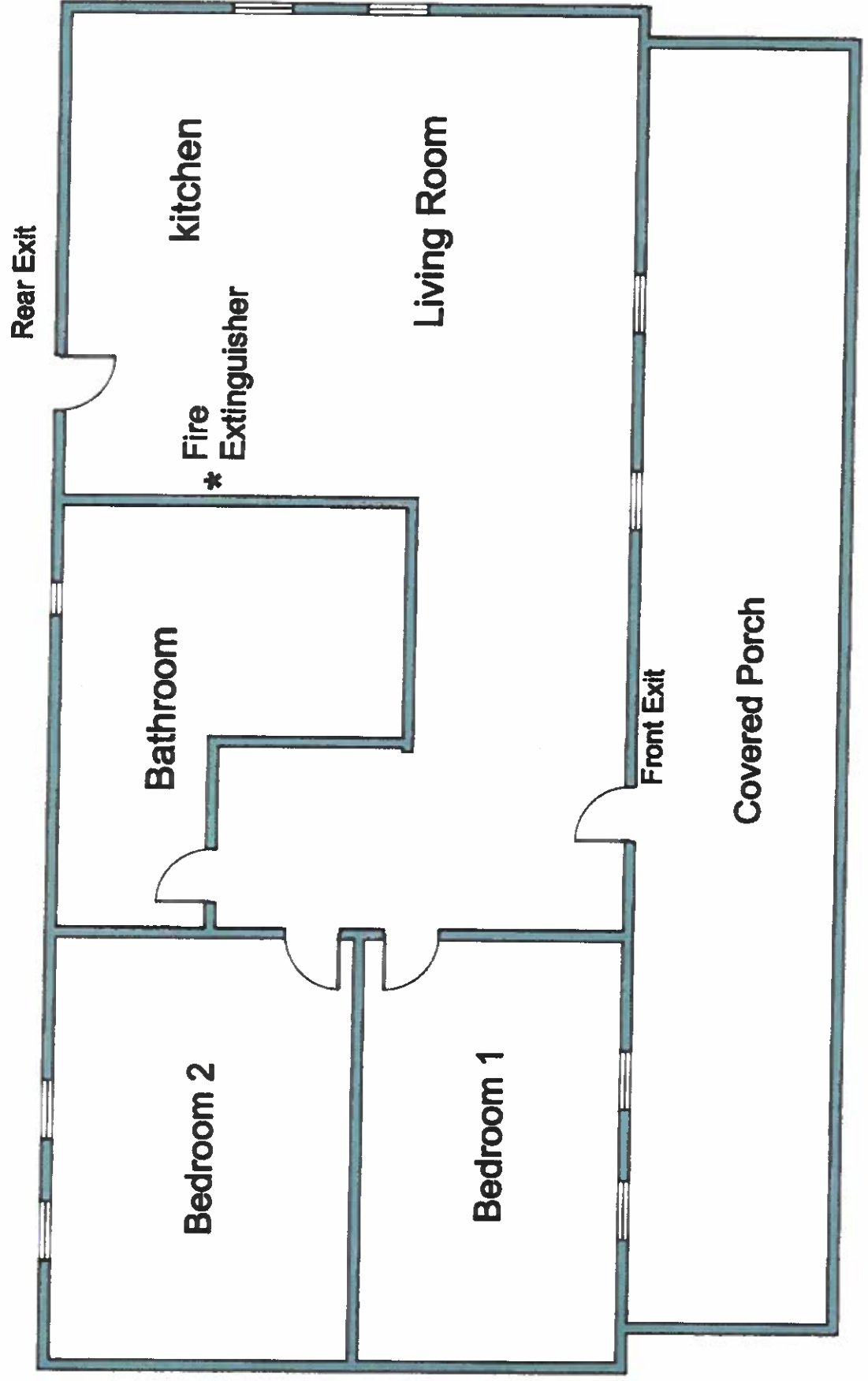
Releasor's Signature: Alberto Cavazos

Releasor's Printed Name: Alberto Cavazos

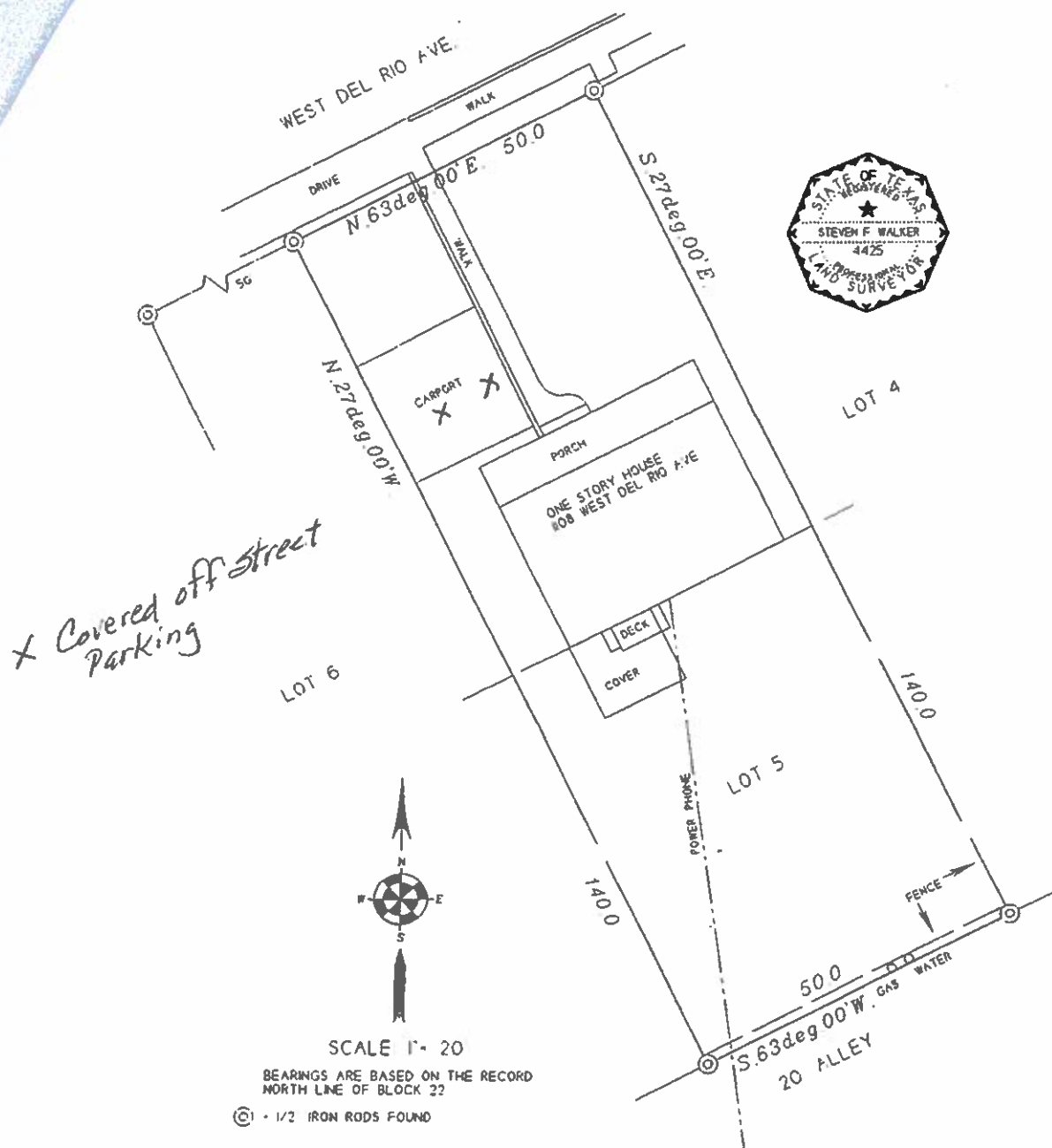
Floor Plan

1108 W. Del Rio Ave

Purple Door Guesthouse



REDUCED FOR EXHIBIT PURPOSES



PLAT of a survey of all of Lot 5, Block 22, Shipman Addition to the City of Alpine, as per a plat on file in Envelope #61, Plat Records, in the office of the County Clerk, Brewster County, Texas

ACCORDING TO THE FIRM MAP COMMUNITY-PANEL NUMBER 480085 0002 8, DATED NOVEMBER 15 1990, THIS LOT IS IN ZONE AE AREAS OF 100 YEAR FLOOD BASE FLOOD ELEVATIONS DETERMINED

I hereby certify that this plat represents the results of an actual survey on the ground made by me and that the lines and corners found or set are true and correct to the best of my knowledge and belief

Steven F. Walker
 Steven F. Walker
 Registered Professional Land Surveyor #4425
 Date April 17, 2015

EXHIBIT A

WALKER LAND SURVEYING
 405 E. Ave "B"
 Alpine, TX
 79830
 432-837-7272
 FIRM NO. 10097800

REDACTED DL

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

Receipt Number

925513

Date Posted 12/16/2020
Payment Type P
Payment Code Full
Total Paid \$1,859.79

PAID BY:

CAVAZOS ALBERTO
AND CHRISTINE M CAVAZOS
PO BOX 891
ALPINE, TX 79831

Property ID	Geo	Legal Acres	Owner Name and Address							
12526	974000220005000000	0.1607	CAVAZOS ALBERTO AND CHRISTINE M CAVAZOS PO BOX 891 ALPINE, TX 79831							
Legal Description										
SHIPMAN, BLOCK 22, LOT 5										
Situs	DBA Name									
1108 W DEL RIO ST ALPINE, TX										
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage Amount Pd
Big Bend Regional										
Hospital District	2020	0.10708	79,304	3774	N	84.82	0.00	0.00	0.00	84.82
Brewster County	2020	0.38860	79,304	3774	N	308.97	0.00	0.00	0.00	308.97
City of Alpine	2020	0.55375	79,304	3774	N	439.15	0.00	0.00	0.00	439.15
Alpine ISD	2020	1.29470	79,304	3774	N	1,026.75	0.00	0.00	0.00	1,026.75
										1,859.79

Balance Due As Of 12/16/2020: .00

Tender	Details	Description	Amount
Check	175		1859.79
			1859.79

Operator Batch
Dorina 9338 (12/16/2020 dv)

Total Paid
1,859.79

City of Alpine Short-Term Rental Permit Application

#10 Information Sheet

NOTE: The following welcome information is provided to the AirBNB guests before their arrival.

Welcome to Alpine Texas.

The guesthouse has keyless entry and the code is XXXX.

***Due to the pandemic we have enhanced our cleaning and disinfecting routine. We have also allowed a two day gap between guests to further ensure your safety.**

Purple Door Guesthouse (1108 W. Del Rio Street) is located in the northwest area of Alpine in a typical quiet neighborhood. If coming in from Ft. Davis on Hwy 118, it will turn into 5th Street in Alpine. Just turn west (right) on Del Rio Street to the guesthouse. If coming in from Marathon or Marfa on Hwy 90, turn north on 5th Street (blinking red light) then west (left) on Del Rio. Del Rio Street will dog leg to your right at 10th Street. Continue from there passing the old railway station and a stop sign. The guesthouse will be a little further down on your left. Look for the bright purple screen door and the driveway is all yours.

House Rules --

This is a non-smoking accommodation.

No loud partying.

Enjoy your stay.

***Check-In After 4 P. M. Check-Out 12 Noon**

***Late check-ins are not a problem. If arriving early, text host for availability.**

***Departure procedures: Please leave the used linen on the beds, used eating utensils in the sink, used towels on or in the washer, turn off air conditioner or heater, and close any open windows. For trash disposal, there is a dumpster in the alley directly behind the guesthouse. There are extra plastic trash bags in the recycle cabinet next to the kitchen trash container.**

Thank you.

FYI

In case of emergency-

Police – 432-837-3486

Hospital – 432-837-2621

Emergency – 911

Brewster County Office of Emergency Management – 432-837-9876/brewstercountytexas.com

City of Alpine – 432-837-3301/cityofalpine.com

Your local hosts/guesthouse owners

Alberto and Christine Cavazos – 956-874-5173

- d. Short Term Rental Special Use Permit for 604 E Ave I. Owner of record is Elaine Peters.

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 604 E AVE I Property Owner Elaine Schwerdtfeger (432) Phone 386-8296

Local Representative April Mc Anally Phone (432) 386-8296

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 TCEP INSPECTOR Approved _____ Date: 3.31.2021

Requires re-inspection _____ Approved _____ Date: _____



April 15, 2021

City of Alpine
100 N. 13th St., Alpine, TX 79830

Dear Geo Calderon and the Alpine City Council,

We are proposing that we use Adobe Vista, located at 604 E Avenue I in Alpine, Texas as a short-term rental property. The home has been acting in this capacity since February 2020. No harm will be caused to the value of the property or to other homes in the neighborhood due to the use as a short-term rental.

Visitors to Adobe Vista frequently comment on the beautiful views of the city and Sul Ross as Adobe Vista is elevated on A Mountain. It is in close proximity to downtown and guests often walk along main street enjoying the shops, galleries and restaurants.

Adobe Vista is managed by Bienvenido Big Bend and has been since it's opening of a short-term rental earlier this year. I am dedicated to representing this property, as well as, the City of Alpine as a positive and welcoming vacation destination to visitors while striving to reduce any inconvenience to residential neighbors.

Sincerely,

April McAnally
Owner
Bienvenido Big Bend

432-386-8296

bienvenidobigbend@gmail.com

Bienvenidobigbend.com

117 N 6th St. Alpine, Texas 79830



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

604 E AVE I, Alpine, Texas
79830

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

Lot 1 Block 4 Addition SHEAR

Square footage of property

972 sq ft

Number of Bedrooms & Units

2 Bedroom, 2 Bath

Size of property lot

15,912 sq ft

Present zoning district

R

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)

ELAINE SCHWERDTFEGER

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

4 BLUE WATER RD

City/State/Zip code of property owner

ALPINE, TEXAS 79830

Telephone number of property owner

432-386-2044

Email address of property owner

ELAINEINALPINE@YAHOO.COM

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

ASSISTANCE BY APRIL dba BIENVENIDO BIG BEND

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

117 N. 6th St.

City/State/Zip code of designated operator

Alpine, Texas 79830

Telephone number of designated operator

432-386-8296

Email address of designated operator

bienvenidobigbend@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)

Elaine Schwerdtfeger
Print Property Owners Name

Elaine Schwerdtfeger
Property Owners Signature

The State Of Texas

County Of Brewster

Before Me Judy Stokes
(Notary)

on this day personally appeared

Elaine Schwerdtfeger
(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

22nd day of March, A.D. 2021

Judy Stokes
Notary in And for State of Texas

Elaine Schwerdtfeger
Print Property Owners Name

Elaine Schwerdtfeger
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 ADOBE VISTA	Street Number 604	Street Name E AVENUE I
LEGAL DESCRIPTION		
Addition, Block, Lot SHEAR ADDITION, BLOCK 4, LOT 1		Total Number of Units in Building 1

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name ELAINE	Owner Last Name SCHWERTFEGER	Primary Telephone Number 432-386-2044
Mailing Address 4 BLUE WATER RAOD, ALPINE, TEXAS 79830		Email Address ELAINEINALPINE@YAHOO.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 <i>If Different than owner</i>	
A. Individual Ownership	
Property Manager Name APRIL MCANALLY OF ASSISTANCE BY APRIL LLC DBA BIENVENIDO BIG BEND	Primary Telephone Number 432-386-8296
Mailing Address PO BOX 1235, ALPINE, TEXAS 79831	Email Address BIENVENIDOBIGBEND@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.

Elaine Schwertfeger **Elaine Schwertfeger** **3-23-21**
Applicant's Signature Printed Name 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: 604 E AVENUE I, ALPINE, TEXAS 79830

Property Owner Name: ELAINE SCHWERTFEGER

Local Representative:

Name: APRIL MCANALLY **Telephone:** 423-386-8296

Physical Address: 117 N 6TH ST. ALPINE, TEXAS 79830 **Email:** BIENVENIDOBIGBEND@GMAIL.COM

Mailing Address: PO BOX 1235, ALPINE, TEXAS 79831

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: April McAnally **Date:** 03/29/2021

Property Owner's Signature: Elaine Schwertfeger **Date:** 3-23-21

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.

604 E AVENUE I, ALPINE, TEXAS 79831

(Property Address)

Elaine Schwerdtfeger

(STR Owners Signature)

Date: March 23, 21

SAFECO INSURANCE COMPANY OF INDIANA

Home Office: 350 East 96th St, Indianapolis, IN 46240 (A stock insurance company.)

LANDLORD PROTECTION POLICY DECLARATIONS - SPECIAL FORM

INSURED:

ELAINE SCHWERTFEGER
PO BOX 343
ALPINE TX 79831-0343

AGENT:

GLASS SORENSON & MCDAVID INC
INSURORS GROUP LLC DBA
PO BOX 1478
ROCKPORT TX 78381-1478

TELEPHONE: (361) 729-5414

DESCRIBED LOCATION:

604 E AVENUE I
ALPINE TX 79830-7315

POLICY PERIOD FROM: MAY 30 2020
TO: MAY 30 2021

MORTGAGE SERVICING AGENCY:

NONE

1ST MORTGAGEE:

NONE

OCCUPANCY: TENANT

LOAN NO.: NONE

COVERAGES FOR THIS LOCATION

		LIMITS	DEDUCTIBLE	PREMIUM
A DWELLING	FIRE	\$ 136,700		\$ 248.00
	SPECIAL			530.00
B OTHER STRUCTURES	FIRE	\$ 13,670		INCL
	SPECIAL			
C PERSONAL PROPERTY		DECLINED		
D LOSS OF RENT, RENTAL VALUE, & ADDL LIVING EXP.		\$ 13,670		INCL
INCLUDED:				
ORDINANCE OR LAW COVERAGE		\$ 13,670		INCL
MOLD REMEDIATION COVERAGE		\$ 5,000		INCL
OPTIONS:				
H-PREMISES LIABILITY (EACH OCCURRENCE)		\$ 500,000		\$ 28.00
PERS. INJURY, WRONGFUL EVICTION, PRIVACY INVASION				INCL
MEDICAL PAYMENTS (EACH PERSON)		\$ 1,000		INCL

DEDUCTIBLES:

WIND/HAIL DEDUCTIBLE - 5% OF DWELLING LIMIT \$ 6,835
PROPERTY COVERAGES, EXCEPT AS OTHERWISE NOTED \$ 1,500

DWELLING ANNUAL PREMIUM \$ 806.00

THE POLICY CONTAINS A SEPARATE DEDUCTIBLE FOR WIND OR HAIL LOSSES

The dollar amount of each percentage deductible is calculated by multiplying the Coverage A limit of liability shown in your Declarations by the deductible percentage amount. As a result, the calculated dollar amount of each percentage deductible will increase if the Coverage A limit of liability increases and will decrease if the Coverage A limit of liability decreases.

You may pay your premium in full or in installments. There is no installment fee for the following billing plans: Full Pay. Installment fees for all other billing plans are listed below. If more than one policy is billed on the installment bill, only the highest fee is charged. The fee is:

- \$0.00 per installment for recurring automatic deduction (EFT)
- \$5.00 per installment for recurring credit card or debit card
- \$3.00 per installment for all other payment methods

**DeLEUW
CATHER**

De Louw, Cather & Company
Engineers and Planners

SUBJECT

*House plan
Elaine Peters*

JOB NO. _____

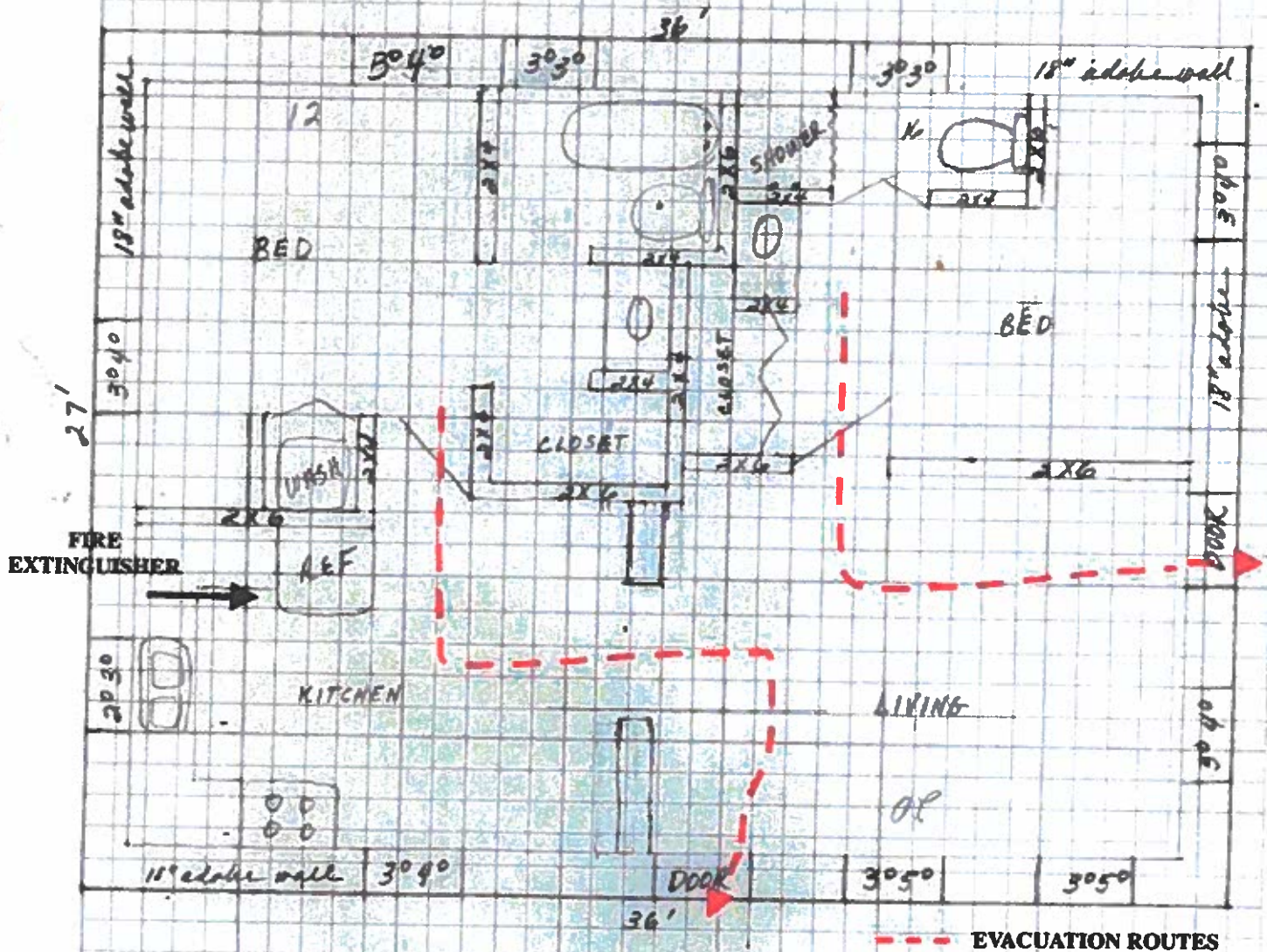
SHEET NO. _____ OF _____

MADE BY _____

DATE _____

CHECKED BY _____

DATE _____



Elaine Peters

*Lot 1, Block 4, Shear Subdivision
Plat # 178, Brewster County*

N

DELEUW
CATHER

De Louw, Cather & Company
Engineers and Planners

SUBJECT

see plan
Elaine Peters

JOB NO.

SHEET NO. OF

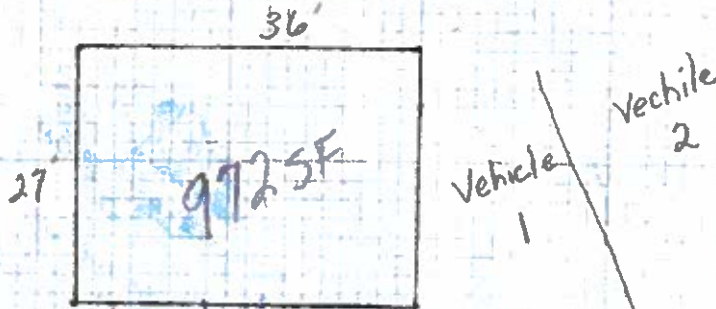
MADE BY

DATE

CHECKED BY

DATE

105.92'



Legend
□ = 2' x 2'

N

200.00'

207.06'

DRIVEWAY

4
27
36
142
81
972

Site Plan

Lot 1, Block 4 Shear
Subdivision
Plat # 178, Brewster Co.

10'

12'

swamp
water

(Map No. I)

REDACTED DL

THE STATE OF TEXAS
COUNTY OF BREWSTER

§
§
§

WARRANTY DEED

Doc# 61602

Date: March ____, 2002

Grantor: PEGGY RABE PETERS, Trustee for ELAINE RABE PETERS

Grantor's Mailing Address: HC 65, Box 481
(including county) Alpine, Brewster County, TX 79830

Grantee: ELAINE RABE PETERS

Grantee's Mailing Address: HC 65, Box 481
(including county) Alpine, Brewster County, TX 79830

Consideration:

TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, paid Grantor by Grantee, the receipt of which is hereby acknowledged.

Property (including any improvements):

Lot One (1), Block Four (4), SHEAR SUBDIVISION to the City of Alpine, Brewster County, Texas, as the same appears in Plat Envelope No. 178 on file in the Office of the County Clerk of Brewster County, Texas.

Reservations from Conveyance: None.

Exceptions to Conveyance and Warranty:

This conveyance is subject to any and all valid and subsisting restrictions, easements, rights-of-way, mineral reservations, maintenance charges, together with any lien securing the maintenance charges, zoning laws, ordinances of municipal or other governmental agencies or authorities, and conditions and covenants, if any, applicable to and enforceable against the property described above as shown by the records of the county clerk of Brewster County, Texas. Taxes for the current and subsequent years are assumed by the Grantee.

Grantor, for the consideration and subject to the reservations from conveyance and the

exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the property, together with all singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, executors, administrators, successors and assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from conveyance and exceptions to conveyance and warranty.

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

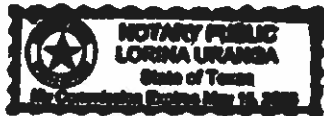
Peggy Rabe Peters
Peggy Rabe Peters, Trustee for
Elaine Rabe Peters

THE STATE OF TEXAS
COUNTY OF BREWSTER

§
§ ACKNOWLEDGMENT
§

BEFORE ME, the undersigned authority, on this 9 day of April ~~March~~, 2002, personally appeared Peggy Rabe Peters, Trustee for Elaine Rabe Peters, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration therein expressed, to certify which witness my hand and seal of office.

(Seal)



Lorina Uranga
Notary Public, State of Texas
Printed Name of Notary Public:
Lorina Uranga
My commission expires 05-15-05

STATE OF TEXAS
COUNTY OF BREWSTER

I hereby certify that this instrument was FILED on the date and at the time stamped herein by me and was duly RECORDED in the Volume and Page of the Official Public Records of Brewster County, Texas.



Bruce P. Martinez
County Clerk, Brewster County, Texas

VOL. 144 PAGE 95
RECORDED 5-7-2002

Page 61602
Page 2
05/06/2002 10:20:31 AM
Filed & Recorded in
Official Records of
BREWSTER COUNTY
BRYAN RIOS MARTINEZ
COUNTY CLERK
Fees \$11.00

REN: Elaine Peters



Welcome to Adobe Vista

IN CASE OF EMERGENCY CALL 911

OTHER EMERGENCY NUMBERS

Alpine Police Department – 432.837.3486

Brewster County Sheriff's Department – 432.837.3488

Fire Department Non-Emergency Only – 432.837.2366

Animal Control – 432.837.3486

Poison Control – 800.222.1222

Host April – 432.386.8296

SEVERE WEATHER ALERTS

Tune into local radio stations KVLB 1240 AM or KALP 92.7 FM

WIFI CONNECTION INFO

Network Name: NETGEAR65

Password: zanyfire684



Welcome to Adobe Vista!

IN CASE OF EMERGENCY CALL 911

OTHER EMERGENCY NUMBERS

Alpine Police Department – 432.837.3486

Brewster County Sheriff's Department – 432.837.3488

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SEVERE WEATHER ALERTS

Tune into local radio stations KVLB 1240 AM or KALP 92.7 FM

WIFI CONNECTION INFO

Network Name: NETGEAR65

Password: zanyfire684

MORE ABOUT ADOBE VISTA

ADOBE VISTA was handmade in 2002 by the Peters family of four, Ted, Peggy and two daughters, Elaine (age 17), and Terra (age 13). Everyday 180 adobe bricks were made on-site with local dirt from a ranch. That dirt was hand-sifted, mixed with gravel, 10% cement, water, and love in a giant mixer! Dumped into a wheelbarrow, it was then, poured into a handmade form that looked like a giant bread pan without a bottom, holding nine breads. With handy hoes, we tamped the thick mud several times to ensure no air pockets, and like thick cake batter it sputtered and flopped into its form. Then the tops of the form were scraped with a door threshold and the little mud around the top were cut with a butter knife so when the form was lifted it didn't take the top with it. Left to dry about 5 minutes, then the form was lifted up, which took two people pulling evenly and coming up at the same time to minimize corner damages and birth the perfect nine bricks! Morning bricks were baked enough by the Big Bend sun that by the afternoon, they were turned on their side to dry overnight before being stacked the next morning. It took 3,000 of these to make Adobe Vista. Every brick was levelled and laid. You will see the walls have alternating brick sides, one level is longwise and the next layer was laid short side. This was for added stability of the structure. The adobe is exposed both inside and outside because 10% cement was mixed into the mud, making it possible to see every brick and enjoy the earthly and immense texture of adobe.

Adobe Vista was built for Elaine and Terra to attend Sul Ross State University. Doing so, they enjoyed living there throughout college. Now, nineteen years later Adobe Vista still gives adobe hugs! It's a feeling of comfort and peace that only 18 inches of handmade- mother earth walls can give. We hope that during your stay, you enjoy some of these hugs; they're on us!

Adobe Vista is conveniently located only 1/2 mile from the happiest and largest natural food store in the Big Bend called Blue Water Natural Foods! Organic fruits and veggies abound, amid a large dairy and meat selection, choice wine and beer, fun snacks, personal care products, and supplements! All the soap products and local coffee and tea at Adobe Vista can be purchased at Blue Water.

Your stay at Adobe Vista includes a \$5.00 coupon for anything at Blue Water! Open everyday 9:30 to 8 pm, you are sure to find something tasty to enjoy during your stay or prepare in the full kitchen at Adobe Vista!

House Rules — No Smoking, No Pets, No Parties. Please do not rearrange the furniture.

TV Info - The smart tv has apps available to watch your favorite shows.
You will need your own account to access the apps, such as, Netflix and Hulu.
Don't forget to sign out of your account before checking out.

Trash — There is a dumpster located at the bottom of the driveway to west.

Parking — There is parking located at the top of the driveway, to the west of the home. Please park in the allotted spaces or the driveway. Do not park on the street.

GUIDEBOOK

Attractions –

Museum of the Big Bend
MuseumoftheBigBend.com

Hancock Hill Desk Hike
sulorss.edu/page/1077/desk

Mural Tour
visitalpinetx.com

Kokernot Baseball Stadium
visitalpinetx.com

Gas – (* Pro Tip - Fill up before heading south)

Stripe's
700 East Ave E
Alpine, TX 79830

The Triangle
1500 US-90
Alpine, TX 79830

Uncle's
2411 US-90
Alpine, TX 79830

Groceries, ATM –

Blue Water Natural Food
One Mile South 45978, TX-118
Alpine, TX 79830

Porter's Thriftway
104 N 2nd Street
Alpine, TX 79830

Porter's Thriftway
101 E Sul Ross Street
Alpine, TX 79830

Stripes
700 East Ave E
Alpine, Texas

Dollar General
105 N 15th St
Alpine, Texas

Family Dollar
203 East Ave E
Alpine, Texas

Dog Park – Kokernot Park off Fighting Buck Avenue.

Events – For updated info on events check with: Chamber of Commerce – www.alpintexas.com; Big Bend Tourism Council – www.visitbigbend.com; Alpine Avalanche (local newspaper) www.alpineavalanche.com

Laundry – Tumbleweed Laundry, 215 E Holland, Alpine, Texas 79830

Restaurants – For updated info on local restaurants and food trucks check with www.alpinetexas.com

Souvenirs – Many shops and galleries downtown offer souvenirs, as well as True Value Hardware.

CHECKOUT INSTRUCTIONS

Our housekeepers work very hard to make sure everything is clean and sanitized before your arrival. They would greatly appreciate if you could do the following:

- Strip sheets and pillowcases and place in hamper or laundry room
- Place used towels in laundry room or hamper
- Gather all trash and place in kitchen
- Wash all dirty dishes and clean out coffee pot

THANK YOU FOR STAYING!
COME BACK SOON!

MORE ABOUT BIENVENIDO BIG BEND

Hi! I'm April and most likely have been corresponding with you before your arrival. I "married into Alpine" over 20 years ago when I met my husband who was born and raised here. Having grown up on a cotton farm, I was used to rural living. But I never expected to fall in the love with the desert mountains. Alpine and the entire Big Bend is a truly unique area. The love of the area and my love of hospitality were married when I had the opportunity to manage short term rentals. I began Bienvenido Big Bend and have continued to add to my portfolio of vacation homes in Alpine.

I am honored that the owners of Adobe Vista have entrusted me to manage their home, and grateful that you have chosen to reserve it for your stay. My staff and I take pride in providing clean and comfortable homes to visitors in the area.

Enjoy your stay and Bienvenido a Big Bend!



- e. Short Term Rental Special Use Permit for 206 & 208 E Ave E. Owner of record is Vacation Rentals 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 206 1/2 208 E. AVE E Property Owner Cathy Wright Phone (832) 314-8103

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.

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.

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 TCEP INSPECTOR Approved ☒ Date: 4.15.2021

Requires re-inspection _____ Approved _____ Date: _____

Alpine Vacation Rentals, llc

P O Box 2309

Alpine, TX 79831

1 April 2021

Cynthia Salas, City Secretary

City of Alpine

100 North 13th Street

Alpne, TX 79830

RE: Ordinance 2021-01-01 and Resolution 2021-02-11

Dear Cynthia,

The STR (short term rental) will provide for the most part recreational and vacation stays for tourists. This is near the Holland Hotel, which provides a similar function. There should be no detriment to adjacent properties, particularly since there are no residences nearby. The positive is it generates visitors that will patronize nearby tourist oriented businesses.

Sincerely,

Catherine Wright *CRZ*

Dave Leet & Catherine Wright

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

206 & 208 West Ave E, 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 8, 7 & 6 Block 6 Addition Original Townsite of Alpine

Square footage of property

3,000

Number of Bedrooms & Units

5

3

Size of property lot

0.204ac

Present zoning district

C-2 Business Dist

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)

Catherine WRIGHT & Dave LEET

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

43109 FM 1703, Alpine, TX 79830

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

832-314-8103 / 432-386 3255

Email address of property owner

alpinetxvacations@use.startmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Catherine WRIGHT & Dave LEET

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

as above

City/State/Zip code of designated operator

Telephone number of designated operator

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.

NA 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. Scheduled

☒ 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)

Catherine WRIGHT
David R. LEET

Print Property Owners Name

Catherine Wright
D R L

Property Owners Signature

The State Of Texas

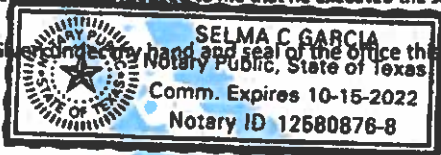
County Of Brewster

Before Me Selma C. Garcia
(Notary)

on this day personally appeared David R. Leet
(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



1st day of April, A.D. 2021

Selma C. Garcia
Notary In And for State of Texas

Catherine WRIGHT

Print Property Owners Name

Catherine Wright

Property Owners Signature

The State Of Texas

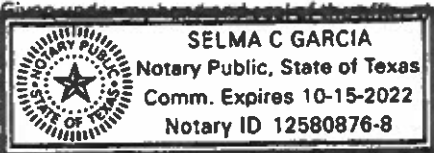
County Of Brewster

Before Me Selma C. Garcia
(Notary)

on this day personally appeared Catherine Wright
(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



1st day of April, A.D. 2021

Selma C. Garcia
Notary In And for State of Texas



SHORT TERM RENTAL REGISTRATION

SECTION 1: PROPERTY INFORMATION

Property Name Alpine Guest Quarters	Street Number 206 and 208	Street Name W. Avenue "E"
LEGAL DESCRIPTION		
Addition, Block, Lot Block 6; Lots 6, 7, and 8		Total Number of Units in Building 4 total; only 3 are short term rentals.

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

A. Individual Ownership

Owner First Name N/A	Owner Last Name	Primary Telephone Number
Mailing Address (Address, City, State, Zip)		Email Address

B. Corporate Ownership

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

Business Name Alpine Vacation Rentals, LLC		
Contact First Name Catherine	Contact Last Name Wright	Primary Telephone Number (832) 314-8103
Mailing Address (Address, City, State, Zip) PO Box 2309, Alpine, TX 79831		Email Address AlpineTxVacations@use.startmail.com

SECTION 3: PROPERTY MANAGER *If Different than owner*

A. Individual Ownership

Property Manager Name N/A	Primary Telephone Number
Mailing Address (Address, City, State, Zip)	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.

Catherine I Wright

Applicant's Signature

Catherine I. Wright

Printed Name

16 Nov 19

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: 206 + 208 West Ave 'E', Alpine, TX

Property Owner Name: Catherine WRIGHT + Dave LEET

Local Representative:

Name: Catherine WRIGHT **Telephone:** ~~932-344-8103~~ 244-8500

Physical Address: 43109 FM 1703, Alpine **Email:** alpinetxvacations

Mailing Address: PO Box 2309, Alpine, TX 79831 @use.startmail.com

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: Catherine Wright **Date:** 1 April 21

Property Owner's Signature: DR L **Date:** 1 APR 2021

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.

206-208 West Ave E Alpine, TX

(Property Address)

Catherine Wright

(STR Owners Signature)

Date: 1 April 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.

Catherine J. Wright
Property Owner's Signature

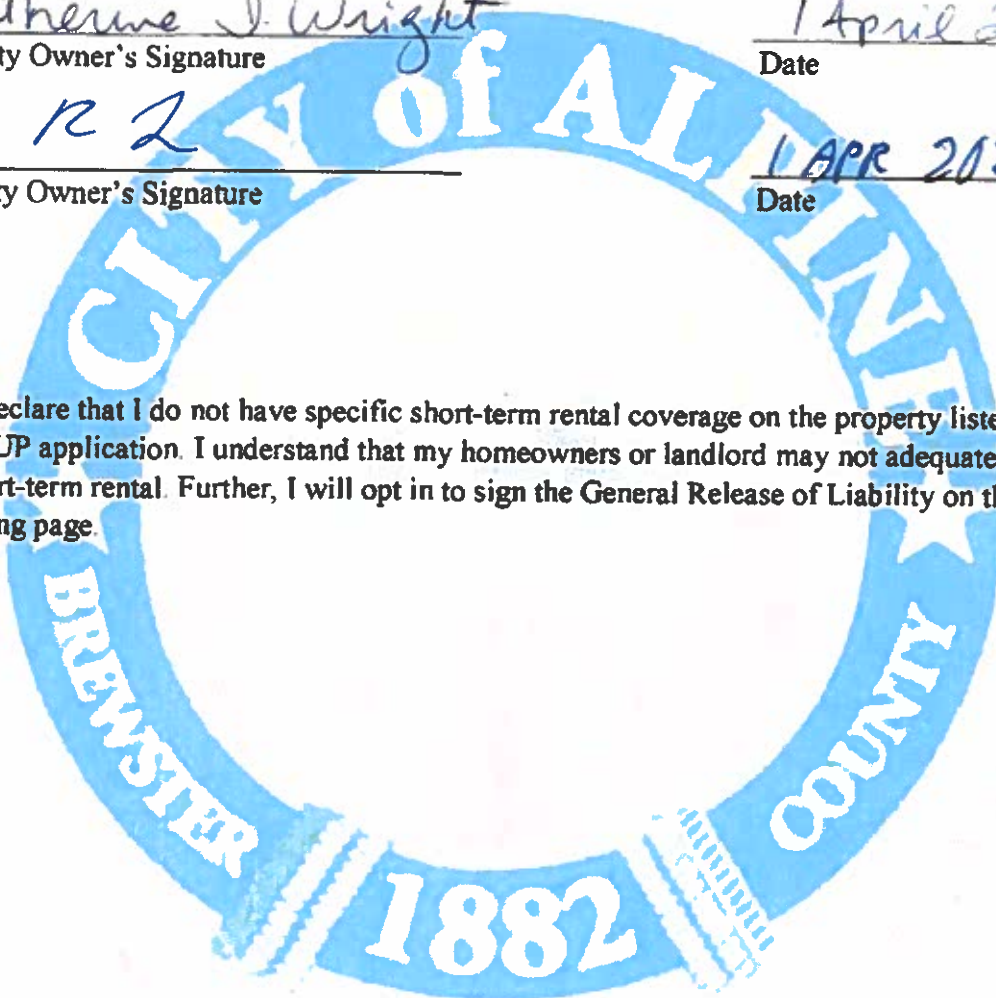
1 April 2021
Date

Q R 2
Property Owner's Signature

1 APR 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.



COMMON POLICY DECLARATIONS

CPS7067930

Renewal of Number

Underwritten by: Scottsdale Insurance Company
Home Office:

One Nationwide Plaza • Columbus, Ohio 43215

Administrative Office:

8877 North Gainey Center Drive • Scottsdale, Arizona 85258

1-800-423-7675 • A Stock Company

Policy Number

CPS7297964**ITEM 1. NAMED INSURED AND MAILING ADDRESS**

ALPINE VACATION RENTALS, LLC

P. O. BOX 2309
ALPINE TX 79831**AGENT NAME AND ADDRESS**WESTERN SECURITY SURPLUS (HOUSTON, TX) 4965
PRESTON PARK BLVD STE 650 PLANO TX 75093

Agent No.: 42042

Program No.: CF

ITEM 2. POLICY PERIOD

From: 01/25/2021

To: 01/25/2022

Term: 365

12:01 A.M., Standard Time at the mailing address shown in ITEM 1.

Business Description: PROPERTY OWNER

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy. This policy consists of the following coverage parts for which a premium is indicated. Where no premium is shown, there is no coverage. This premium may be subject to adjustment.

Coverage Part(s)	Premium Summary
Commercial General Liability Coverage Part	\$ 525
Commercial Property Coverage Part	\$ 2,431
Commercial Crime And Fidelity Coverage Part	\$ NOT COVERED
Commercial Inland Marine Coverage Part	\$ NOT COVERED
Commercial Auto Coverage Part	\$ NOT COVERED
Professional Liability Coverage Part	\$ NOT COVERED
	\$
	\$
Total Policy Premium	\$ 2,956.00
TOTAL TAXES AND FEES	\$ 376.42
	\$
Policy Total	\$ 3,332.42

Form(s) and Endorsement(s) made a part of this policy at time of issue:

See Schedule of Forms and Endorsements

1/26/21 DP

THIS COMMON POLICY DECLARATION AND THE SUPPLEMENTAL DECLARATION(S), TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART(S), COVERAGE FORM(S) AND FORM(S) AND ENDORSEMENT(S), IF ANY, COMPLETE THE ABOVE-NUMBERED POLICY.



SCOTTSDALE INSURANCE COMPANY®

SCHEDULE OF TAXES, SURCHARGES OR FEES

Policy No. CPS7297964

Effective Date: 01/25/2021
12:01 A.M., Standard Time

Named Insured ALPINE VACATION RENTALS, LLC

Agent No. 42042

POLICY FEE	220.00
SURPLUS LINES TAX	154.04
STAMP FEE	2.38
<hr/>	
TOTAL TAXES, SURCHARGES OR FEES:	376.42



SCOTTSDALE INSURANCE COMPANY®

SCHEDULE OF FORMS AND ENDORSEMENTS

Policy No. CPS7297964

Effective Date 01/25/2021

12:01 A.M. Standard Time

Named Insured ALPINE VACATION RENTALS, LLC

Agent No. 42042

COMMON POLICY

NOTS0065TX	05-20	IMPORTANT NOTICE-TEXAS
NOTS0079TX	04-09	TEXAS REQUIRED NOTICE
NOTX0178CW	03-16	CLAIM REPORTING INFORMATION
NOTX0423CW	12-20	POLICYHOLDER DISCLOSURE - NOTICE OF TERRORISM INSURANCE COVERAGE
UTS-COVPG	06-19	COVER PAGE
OPS-D-1	01-17	COMMON POLICY DECLARATIONS
UTS-126L	10-93	SCHEDULE OF TAXES, SURCHARGES OR FEES
UTS-SP-2	12-95	SCHEDULE OF FORMS AND ENDORSEMENTS
UTS-SP-3	08-96	SCHEDULE OF LOCATIONS
IL 00 17	11-98	COMMON POLICY CONDITIONS
IL 09 53	01-15	EXCLUSION OF CERTIFIED ACTS OF TERRORISM
UTS-496	06-19	MINIMUM EARNED CANCELLATION PREMIUM
UTS-9g	06-20	SERVICE OF SUIT CLAUSE

COMMERCIAL LIABILITY

CLS-SD-1L	08-01	COMMERCIAL GENERAL LIABILITY COVERAGE PART SUPPLEMENTAL DECLARATIONS
CLS-SP-1L	10-93	COMMERCIAL GENERAL LIABILITY COVERAGE PART EXTENSION OF SUPPLEMENTAL DECLARATIONS
CG 00 01	04-13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CG 21 06	05-14	EXCLUSION-ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY-WITH LIMITED BODILY INJURY EXCEPTION
CG 21 47	12-07	EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG 21 67	12-04	FUNGI OR BACTERIA EXCLUSION
CG 21 73	01-15	EXCLUSION OF CERTIFIED ACTS OF TERRORISM
CG 24 26	04-13	AMENDMENT OF INSURED CONTRACT DEFINITION
CG 40 12	12-19	EXCLUSION - ALL HAZARDS IN CONNECTION WITH AN ELECTRONIC SMOKING DEVICE, ITS VAPOR, COMPONENT PARTS, EQUIPMENT AND ACCESSORIES
GLS-152s	08-16	AMENDMENT TO OTHER INSURANCE CONDITION
GLS-289s	11-07	KNOWN INJURY OR DAMAGE EXCLUSION-PERSONAL AND ADVERTISING INJURY



SCHEDULE OF FORMS AND ENDORSEMENTS

Policy No. CPS7297964

Effective Date 01/25/2021

12:01 A.M. Standard Time

Named Insured ALPINE VACATION RENTALS, LLC

Agent No. 42042

COMMERCIAL LIABILITY

GLS-30s	01-15	CONTRACTORS SPECIAL CONDITIONS
GLS-341s	08-12	HYDRAULIC FRACTURING EXCLUSION
GLS-457s	10-14	AIRCRAFT EXCLUSION
GLS-47s	10-07	MINIMUM AND ADVANCE PREMIUM ENDORSEMENT
GLS-54s	03-92	INNKEEPERS LIABILITY
GLS-74s	09-05	AMENDMENT OF CONDITIONS
IL 00 21	09-08	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT
IL 01 68	03-12	TEXAS CHANGES-DUTIES
UTS-230g-TX	09-94	PROMPT PAYMENT OF CLAIMS-TEXAS
UTS-266g	05-98	ASBESTOS EXCLUSION
UTS-267g	05-98	LEAD CONTAMINATION EXCLUSION
UTS-365s	02-09	AMENDMENT OF NONPAYMENT CANCELLATION CONDITION
UTS-428g	11-12	PREMIUM AUDIT

COMMERCIAL PROPERTY

CPS-SD-1	02-19	COMMERCIAL PROPERTY COVERAGE PART SUPPLEMENTAL DECLARATIONS
CP 00 10	10-12	BUILDING AND PERSONAL PROPERTY COVERAGE FORM
CP 00 30	10-12	BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM
CP 00 90	07-88	COMMERCIAL PROPERTY CONDITIONS
CFS-65s	09-18	LIMITED THEFT EXCLUSION
CFS-98-TX	09-15	LIMITATIONS ON COVERAGE FOR ROOF SURFACING ACTUAL CASH VALUE-TEXAS
CP 01 40	07-06	EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA
CP 02 99	06-07	CANCELLATION CHANGES
CP 10 30	09-17	CAUSES OF LOSS-SPECIAL FORM
UTS-183g	12-16	WIND OR HAIL DEDUCTIBLE



SCOTTSDALE INSURANCE COMPANY®

SCHEDULE OF LOCATIONS

Policy No. CPS7297964

Effective Date 01/25/2021

12:01 A.M. Standard Time

Named Insured ALPINE VACATION RENTALS, LLC

Agent No. 42042

Prem. No.	Bldg. No.	Designated Premises (Address, City, State, Zip Code)	Occupancy
1		206-208 W HOLLAND AVE ALPINE TX 79830	See Liability Dec(s)
1	1	206-208 W HOLLAND AVE ALPINE TX 79830	BED & BREAKFAST

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
CPS7297964	01/25/2021	ALPINE VACATION RENTALS, LLC	42042

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

MINIMUM EARNED CANCELLATION PREMIUM

The following provision is added to the Cancellation Condition:

If You request cancellation of this policy, We will retain not less than 25% of the premium._____
AUTHORIZED REPRESENTATIVE_____
DATE

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
CPS7297964	01/25/2021	ALPINE VACATION RENTALS, LLC	42042

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SERVICE OF SUIT CLAUSE

It is agreed that in the event of the failure of the Company to pay any amount claimed to be due under this policy, the Company at the request of the Insured (or reinsured), will submit to the jurisdiction of any court of competent jurisdiction within the United States of America and will comply with all requirements necessary to give the Court jurisdiction. All matters which arise will be determined in accordance with the law and practice of the Court. In a suit instituted against any one of them under this contract, the Company agrees to abide by the final decision of the Court or of any Appellate Court in the event of an appeal. However, nothing in this endorsement constitutes a waiver of company's right to remove an action to a United States District Court or to seek a transfer of a case to another court as permitted by the laws of the United States or of any state in the United States.

Pursuant to any statute of any state, territory or district of the United States of America which makes a provision, the Company will designate the Superintendent, Commissioner or Director of Insurance or other officer specified for that purpose in the statute, or his successor or successors in office, as their true and lawful attorney upon whom may be served any lawful process in any action, suit, or proceeding instituted by or on behalf of the Insured (or reinsured) or any beneficiary arising out of this contract of insurance (or reinsurance).

The person named below is authorized and directed to accept service of process on behalf of the Company:
COMMISSIONER OF INSURANCE

P. O. BOX 149104

AUSTIN, TX 78714-9104

Having accepted service of process on behalf of the Company, the person designated above is authorized to mail the process or a true copy to:

CORPORATION SERVICE COMPANY DBA CSC-LAWYERS INCORPORATING SERVICE COMPANY

211 EAST 7TH STREET, SUITE 620

AUSTIN, TX 78701-3218

AUTHORIZED REPRESENTATIVE

DATE



SCOTTSDALE INSURANCE COMPANY®

**COMMERCIAL GENERAL LIABILITY COVERAGE PART
SUPPLEMENTAL DECLARATIONS**Policy No. CPS7297964Effective Date 01/25/2021

12:01 A.M., Standard Time

Named Insured ALPINE VACATION RENTALS, LLCAgent No. 42042

Item 1. Limits of Insurance	
Coverage	Limit of Liability
Aggregate Limits of Liability	Products/Completed Operations Aggregate \$ <u>2,000,000</u> General Aggregate (other than Products/Completed Operations) \$ <u>2,000,000</u>
Coverage A—Bodily Injury and Property Damage Liability	any one occurrence subject to the Products/Completed Operations and General Aggregate Limits of Liability \$ <u>1,000,000</u> any one premises subject to the Coverage A occurrence and the General Aggregate Limits of Liability \$ <u>100,000</u>
Damage to Premises Rented to You Limit	\$ <u>100,000</u>
Coverage B—Personal and Advertising Injury Liability	any one person or organization subject to the General Aggregate Limits of Liability \$ <u>1,000,000</u>
Coverage C—Medical Payments	any one person subject to the Coverage A occurrence and the General Aggregate Limits \$ <u>5,000</u>
Item 2. Description of Business	
Form of Business: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Organization including a corporation (other than Partnership, Joint Venture or Limited Liability Company) Location of All Premises You Own, Rent or Occupy: SEE SCHEDULE OF LOCATIONS	
Item 3. Forms and Endorsements	
Form(s) and Endorsement(s) made a part of this policy at time of issue: See Schedule of Forms and Endorsements	
Item 4. Premiums	
Coverage Part Premium:	\$ <u>525</u>
Other Premium:	\$ <u></u>
Total Premium:	\$ <u>525</u>

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.



SCOTTSDALE INSURANCE COMPANY*

COMMERCIAL GENERAL LIABILITY COVERAGE PART EXTENSION OF SUPPLEMENTAL DECLARATIONS

Policy No. CPS7297964

Effective Date: 01/25/2021

12:01 A.M., Standard Time

Named Insured ALPINE VACATION RENTALS, LLC

Agent No. 42042

Prem. No. 1	Bldg. No. 1	Class Code 45210	Exposure 75,000	Basis PER \$1000/GROSS SALES	
Class Description: BED AND BREAKFASTS + PRODUCTS/COMPLETED OPERATIONS ARE SUBJECT TO THE GENERAL AGGREGATE LIMIT				Premises/Operations	
				Rate	Premium
				\$3.67	\$275
				Products/Comp Operations	
				Rate	Premium
				INCLUDED	
Prem. No.	Bldg. No.	Class Code 44444	Exposure INCLUDED	Basis INCLUDED	
Class Description: INNKEEPERS LIABILITY COVERAGE PER FORM GLS (HI) 54S				Premises/Operations	
				Rate	Premium
				FLAT CHARGE	\$250
				Products/Comp Operations	
				Rate	Premium
Prem. No.	Bldg. No.	Class Code	Exposure	Basis	
Class Description:				Premises/Operations	
				Rate	Premium
				Products/Comp Operations	
				Rate	Premium
Prem. No.	Bldg. No.	Class Code	Exposure	Basis	
Class Description:				Premises/Operations	
				Rate	Premium
				Products/Comp Operations	
				Rate	Premium

LEGEND

BOUNDARY LINE

ADJACENT LINES

WOOD FENCE

STRUCTURES

ASPHALT ROAD

ELECTRIC UTILITY

ELECTRIC METER

WATER METER

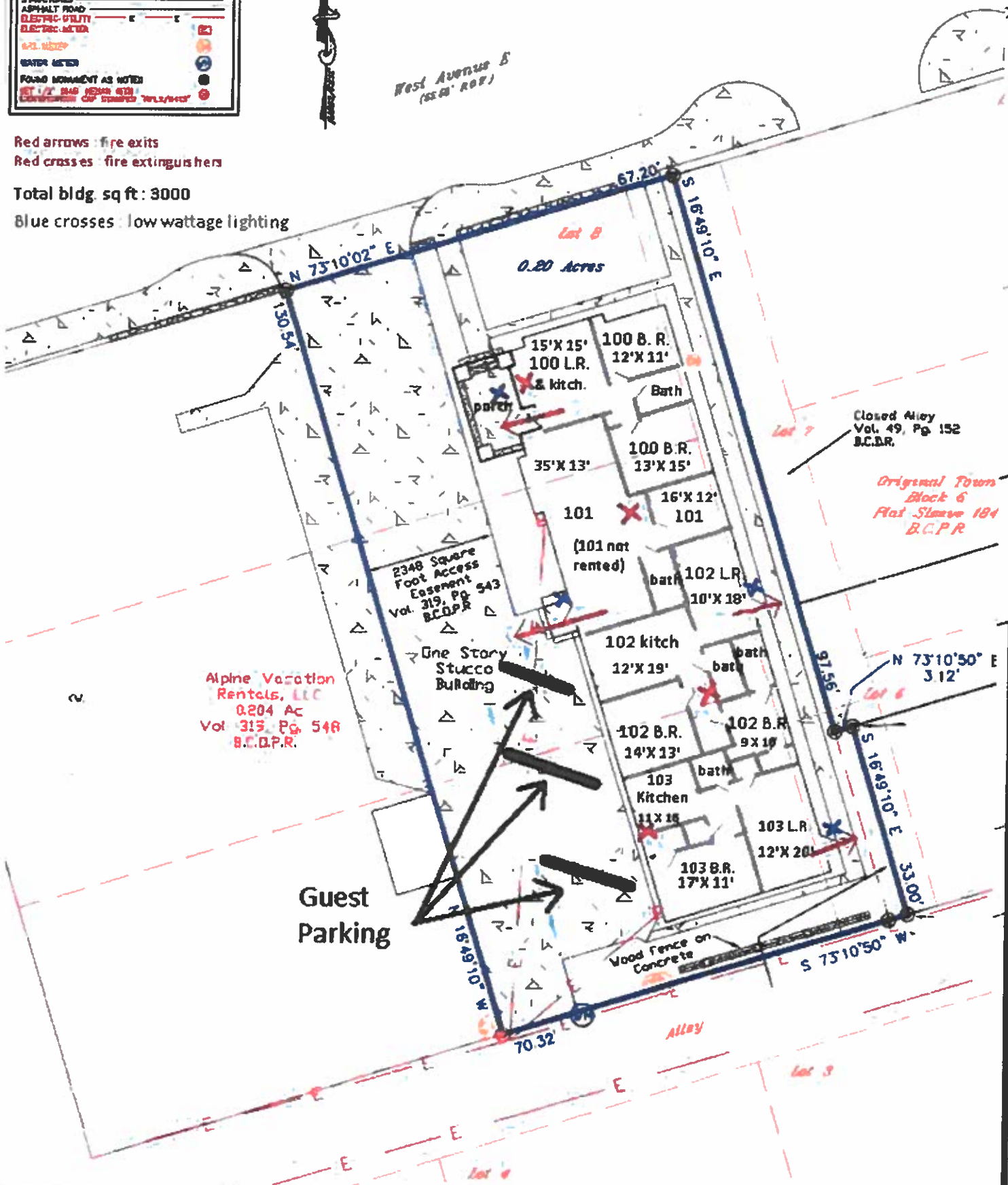
FOUND MONUMENT AS NOTED

SET 1/2" BARS MEAS 6" TO

CONTINUATION OF TOWN OF WILSON

DRL edited Smyth survey drawing, 31 March 2021

Red arrows : fire exits
 Red crosses : fire extinguishers
 Total bldg. sq ft : 3000
 Blue crosses : low wattage lighting



REDACTED DL

Betty Jo Rooney
Phone: 432-837-2214
Fax: 432-837-3871

2020 TAX STATEMENT

448
PROPERTY ID NUMBER
11838

<http://www.brewstercotad.org>

NAME & ADDRESS

Owner ID: 33801
ALPINE VACATION RENTALS LLC
PO BOX 2309
ALPINE, TX 79831

Pct: 100.000%

PROPERTY DESCRIPTION

OT, BLOCK 6, LOT 6 E/89.5' OF 6 & E/89.5' OF
7,8 & NW/12' OF NS ALLEY

Acreage: 0.2136

Type: R

PROPERTY GEOGRAPHICAL ID

973600060008000030

PROPERTY SITUS / LOCATION

206 WAVE E ALPINE, TX

LAND MARKET VALUE	IMPROVEMENT MARKET VALUE	ADDITIONAL USE VALUE	ADDITIONAL MARKET	ASSESSED VALUE
23,267	82,045	0	0	105,302

100% Assessment Ratio

Appraised Value:

105,302

Taxing Unit	Assessed	Homestead Exemption	OVES or DP Exemption	Other Exemptions	Freeze Year and Ceiling	Taxable Value	Rate Per \$100	Tax Due
Alpine ISD	105,302	0	0	0		105,302	1.284700	1,363.34
Big Bend Regional Hospital	105,302	0	0	0		105,302	0.107077	112.75
Brewster County	105,302	0	0	0		105,302	0.388601	410.28
City of Alpine	105,302	0	0	0		105,302	0.553753	583.11

Total Taxes Due By Jan 31, 2021 2,469.48

FQ4 # 837-5283

Penalty & Interest if paid after Jan 31, 2021		
If Paid in Month	P&I Rate	Tax Due*
February 2021	7%	2,642.34
March 2021	8%	2,691.70
April 2021	11%	2,741.10
May 2021	13%	2,790.48
June 2021	15%	2,839.88

Property taxes in Texas are assessed as of January 1st each year and cover a period of one year from that date. Tax statutes make no provisions for proration; therefore, a change of address during the year would have no effect on the tax liability established on January 1st of the calendar year. These tax statutes also make no provisions for proration in case the property is disposed of during the calendar year. Also, if you owned personal property described on the tax statement on January 1st, then you are personally liable for the taxes. IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED, AND YOU OCCUPY THE PROPERTY DESCRIBED IN THIS DOCUMENT AS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

*Total Tax Due may include Additional Penalty up to 20% incurred on April 1 or July 1 of the year of delinquency (Tax Code Sec 33.11) or Additional Late Filing Penalty of 10% (Tax Code Sec 23.54, Tax Code Sec 21.10).

True Automation, Inc.

Hello guest first name,

We are glad you selected the Guest Quarters for your stay in Alpine. How did we get back to business after the Covid 19 lockdown?

Suites are left vacant for at least 24 hours before and after each reservation. Rooms are thoroughly cleaned with Air B n B's cleaning procedure. Recommended cleaning products are used. Sanitizer products are available in each suite for the guests to use during their stay.

But, if you or anyone in your party has a fever, cough or feels sick, please cancel. We cannot put our housekeeper, future guests and ourselves at risk. Let us know if you or anyone in your party begins to feel ill during your stay or shortly after you depart Alpine.

The Guest Quarters is a great place to base your explorations of the Big Bend.

The Guest Quarters is located at 208 West Ave E., or Hwy 67 south / 90 west bound. We are across the street from the Brewster County Courthouse.

Three parking spaces face our brown building. The Americana spaces, on the right, may be used when they are closed, 6 pm - 9 am and on Sunday and Monday.

Check-in is 3 pm
Check-out is 11 am

Suite 102 is on the east side of the building. The walk at the front of the building takes you to the east side. One key for it will be in a lockbox by the door of suite 102. The code to open and close the lockbox is 8500. Push down the black lever to the left of the numbers to open the lockbox. Another key will be in 102.

Temperatures have begun to drop. The gas furnace in the hallway has been fired up and keeps the suite nice and warm. The temperature is adjusted with a dial at the bottom of the furnace. The screen at the bottom may be opened to access the dial. Please let us know if you have any questions about it.

Lock the suite when you depart and return the key with the white tag to the lockbox. Leave the other key in the suite. In addition, please leave the bathroom fans on when you depart, open the blinds and empty the garbage.

The dumpster is across the alley in the parking lot for the Holland Hotel.

We are a non-smoking facility. Chairs and a small table is located by suite 102.

Wifi information and password will be in the suite on the information sheet.

Supplies for dirty bikes and spills are in the closet opposite the bathroom. Please do not use our white towels to clean bikes and clean up other accidents. Make-up remover wipes and gray washcloths are provided for all make-up removal.

Paper supplies, pillows and a blanket for the sleeper couch are in the closet opposite the bathroom. The sleeper couch has an inflatable mattress. Please be sure to deflate it when the couch is folded back up. Please leave any extra blankets, linens or towels used during your stay out for the housekeeper to see.

Snacks and coffee will be in the suite. Cream is in the refrigerator.

Information about Alpine may be found at Visit Alpine TX. com. A Face Book site Alpine Texas Eats is available for restaurants to post information.

Please do not hesitate to call us if you have any questions or needs. The phone number is 432-244-8500.

You may sign up for the Brewster County hyper-reach to be contacted about natural disasters and other emergency information at <http://www.brewstercountytexas.com/hyper-reach/>.

Thanks again for selecting the Guest Quarters. We hope you have a great trip to Alpine and the Big Bend.

Happy travels,
Cathy and Dave

Guest Quarters of Alpine

Welcome to the Guest Quarters, we are glad you are here!

Here is some important information for you.

Wifi: wrightbuilding & Wrightbuilding_ext

Password: Wbgq2013. ("W" is capitalized)

In Case of Emergency Call 911

Other Emergency Numbers

Alpine Police Department – 432-837-3486

Brewster County Sheriff's Department – 432-837-3488

Fire Department Non-Emergency Only – 432-837-2366

Animal Control – 432-837-3486 or 432-837-9030

Poison Control – 800-222-1222

Guest Quarters - 432- 244-8500

More Information

Good source for local attractions:

<https://visitalpinetx.com/>

Facebook Alpine Texas Eats

We think our train is quaint,

but if ears it pains,

plug 'em and it cain't. -- Carla McFarland

occasionally we have a few late trains come through

use the earplugs for the trains.

There Is No Daily Maid Service

Please call 432-244-8500 if you need anything.

Thank you for coming to stay with us.

We hope you had a great time in Alpine and the Big Bend area.

The linens and towels can be left in place. Please leave out any
linens, blankets or towels used from the closet.

The key with the round tag goes back into the lockbox.

Leave the key with the leather fob in the suite.

Please leave the bathroom fan on.

Empty the trash in the dumpsters if you feel so inclined.

We hope you have a safe journey to your next destination.

Come back and see us!

- f. Short Term Rental Special Use Permit for 101 W. Stockton/1303 N 5th St. Owner of record is Matthew & Rebecca Roggow.

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 101 W Stockton Property Owner Matthew Ruggione ⁹²⁸⁻ 581-9486
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 of 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 TCEP INSPECTOR Approved ✓ Date: 3/30/2021
Requires re-inspection _____ Approved _____ Date: _____

March 14, 2021

Letter to: City of Alpine

Letter from: Matthew J. Roggow and Rebecca A. Roggow

Subject: Proposed Short Term Rental Use

Please accept this letter authored in accordance with the City of Alpine Ordinance 2021-01-01 application process.

The operation of a short-term rental at 1303 N. 5th Street Alpine, Texas 79830 will not cause substantial harm to the value, use or enjoyment of other properties in the neighborhood. The main (primary) structure at this property will continue to be occupied by the owners, Matthew and Rebecca Roggow who perform all management of the rental (secondary) unit. As on-site owners, we actively manage the property ensuring that individuals abide by all house rules allowing us to protect the value of the primary and secondary unit on the property.

This short-term rental contains two assigned parking spots, an enclosed (fenced and gated) courtyard and the structure itself. As the short-term rental market is very competitive, the owners continue to provide aesthetical improvements ensuring that the property enhances the community of Alpine. Further, the owners have a track record of over 20 rental uses since the establishment of the unit on the Airbnb platform. The owner has not received any complaints and has received a 5-star rating in all reviews. The comments contained within the ratings continue to attract visitors to the city from near and far.

Lastly, the unit does not contain any additional exterior lighting, has its own parking area, has a 6-foot fence (stained cedar and tubular metal) and renters must abide by all house rules or face eviction. As such, the unit provides value to the immediate property and adjoining properties through continuous maintenance and improvement and it does not impede neighbors use of their properties.

I can be contacted at 928-581-9486 for any questions related to this rental application and letter.

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

1303 N. 5th Street Alpine, Texas 79830 - STR 101 W. Stockton Ave 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 Block 45 Addition North

Square footage of property

544

Number of Bedrooms & Units

2

Size of property lot

19,166.82 sqft (.44 acres)

Present zoning district

R1

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)

Matthew and Rebecca Roggow

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

1303 N. 5th Street

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

928-581-9486

Email address of property owner

roggs2001@yahoo.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Matthew Roggow

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

1303 N 5th Street

City/State/Zip code of designated operator

Alpine, TX 79830

Telephone number of designated operator

928-581-9486

Email address of designated operator

roggs2001@yahoo.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.

M 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.

M 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.


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

M 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.

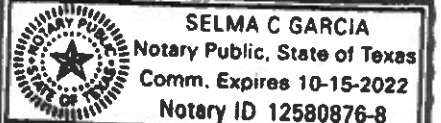
M I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

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

MATTHEW J. ROGGSOW
 Print Property Owners Name
 Property Owners Signature
 The State Of TEXAS
 County Of Brewster
 Before Me SELMA C. GARCIA on this day personally appeared MATTHEW J. ROGGSOW
 (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 19th day of MARCH, A.D. 2021

Selma C. Garcia
 Notary in And for State of Texas

REBECCA A. ROGGSOW
 Print Property Owners Name
 Property Owners Signature
 The State Of TEXAS
 County Of Brewster
 Before Me SELMA C. GARCIA on this day personally appeared REBECCA A. ROGGSOW
 (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 19th day of MARCH, A.D. 2021

Selma C. Garcia
 Notary in And for State of Texas

Office Use Only
Received Date: 9/2/20
By: AEO



SHORT TERM RENTAL REGISTRATION

SECTION I: PROPERTY INFORMATION

* **PROPERTY NAME**

Matthew Roggow

* **STREET ADDRESS**

101 W. Stockton Street Alpine, Texas 79830

Address, City, State, Zip

LEGAL DESCRIPTION

* **TOTAL NUMBER OF RENTAL UNITS**

1

Addition, Block, Lot

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

Matthew

Roggow

(928) 581-9486

MAILING ADDRESS

EMAIL

1303 N. 5th Street Alpine, Texas 79830

roggs2001@yahoo.com

Address, City, State, Zip

* * *

B. CORPORATE OWNERSHIP

OWNERSHIP FORM

Other (Please Explain)

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

Private ownership - rental under the auspices of Airbnb usage of the casita on the property

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

BUSINESS NAME

N/A

CONTACT FIRST NAME

Matthew

CONTACT LAST NAME

Roggow

PHONE

(928) 581-9486

This is generally the business owner or manager

MAILING ADDRESS

1303 N. 5th Street Alpine, Texas 79830

EMAIL

roggs2001@yahoo.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

Matthew Roggow

08/31/2020

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: 1303 N. 5th Street Alpine, Texas 79830

Property Owner Name: Matthew and Rebecca Roggow

Local Representative:

Name: Matthew Roggow **Telephone:** 928-581-9486

Physical Address: 1303 N. 5th Street Alpine, Texas 79830 **Email:** roggs2001@yahoo.com

Mailing Address:
1303 N. 5th Street Alpine, Texas 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: _____ **Date:** _____

Property Owner's Signature: _____ **Date:** 3/15/2021

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.

1303 N. 5th Street Alpine, Texas 79830

(Property Address)



(STR Owners Signature)

Date: March 15, 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.



Property Owner's Signature

3/15/2021

Date



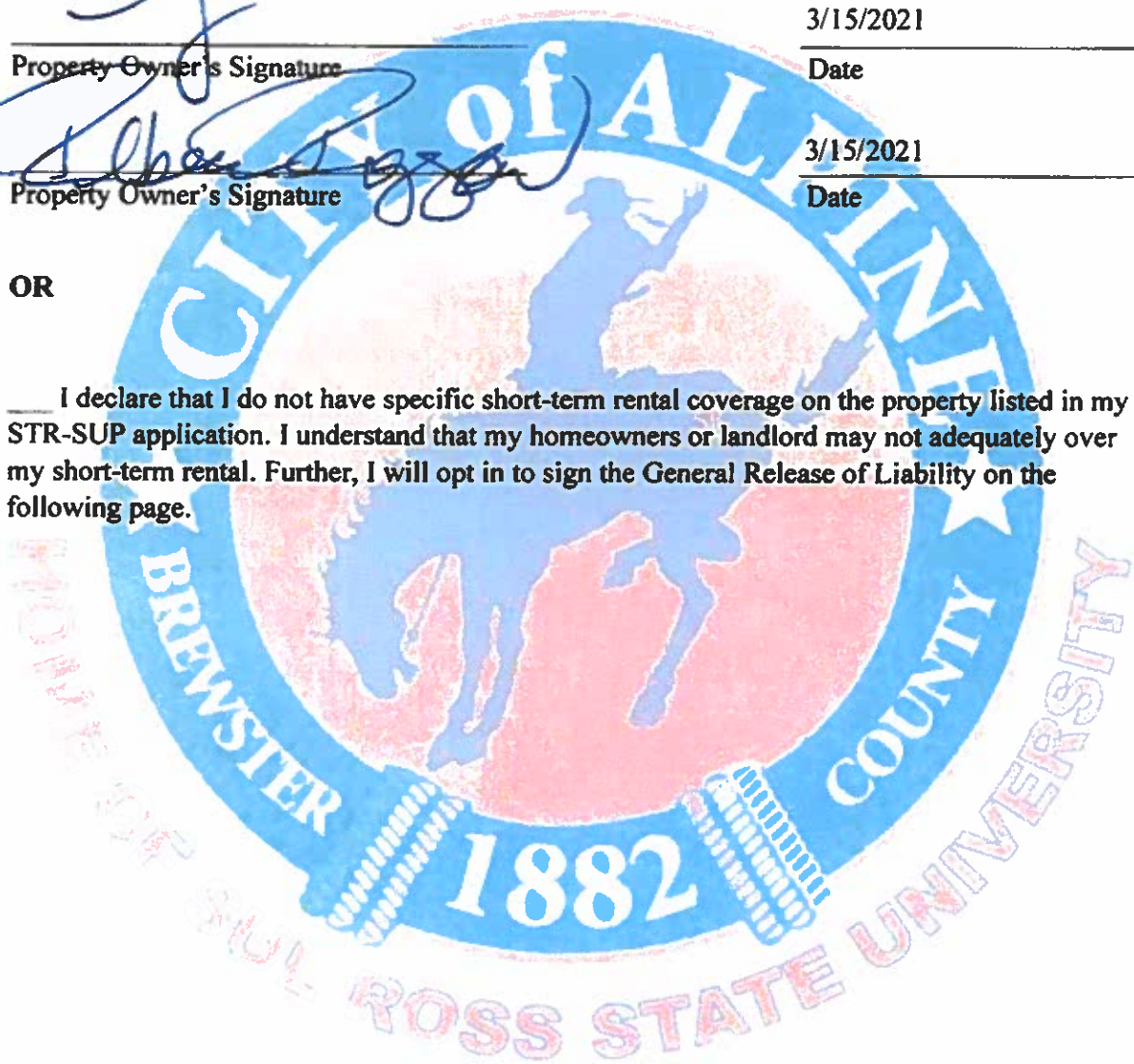
Property Owner's Signature

3/15/2021

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.



Homeowners Policy Continuation Declarations

Named Insured and Mailing Address

MATTHEW ROGGOW
REBECCA ROGGOW
1303 N 5TH ST
ALPINE, TX 79830-2509
ROGGS2001@YAHOO.COM

Your Agency's Name and Address

GEICO INS AGENCY INC
1 GEICO BLVD
FREDERICKSBURG, VA 22412-0006

Residence Premises

1303 N 5TH ST
ALPINE, TX 79830-2509

Mortgagee Name and Address

1. QUICKEN LOANS INC ISAOA
PO BOX 202070
FLORENCE, SC 29502-2070
LOAN NUMBER: 3434258368

Policy Information

Your Policy Number	605136506 633 1	For Policy Service	1.800.841.3005
Your Account Number	605136506	For Claim Service	1.800.252.4633
Your Insurer:	TRAVELERS PERSONAL INSURANCE COMPANY a subsidiary or affiliate of The Travelers Indemnity Company One Tower Square, Hartford, CT 06183		

The policy period is from September 6, 2020 at 12:01 A.M. STANDARD TIME to September 6, 2021 at 12:01 A.M. STANDARD TIME at the residence premises.

Total Premium for this Policy:**\$1,702.00**

This is not a bill. The mortgagee will be billed separately for this policy.

Discounts

The following discounts reduced your premium:

Early Quote
Fire Protective Device

Loss Free

Good Payer

Savings Reflected in Your Total Premium:**\$469.00****Coverages and Limits of Liability****Property Coverage Section**

Coverage A – Dwelling
Coverage B – Other Structures
Coverage C – Personal Property
Coverage D – Loss of Use

Limit

\$203,000
\$39,788
\$101,500
\$40,600

Liability Coverage Section

	Limit
Coverage E – Personal Liability - Bodily Injury and Property Damage (each occurrence)	\$500,000
Coverage F – Medical Payments to Others (each person)	\$10,000

Deductibles

Peril Deductible

	Deductible
Property Coverage Deductible (All Other Perils) 1% of Coverage A - Dwelling Limit	\$2,030
Windstorm or Hail Deductible 2% of Coverage A - Dwelling Limit	\$4,060

In case of loss under the Property Coverage Section, only that part of the loss over the applicable deductible will be paid (up to the coverage limit that applies).

Special Limits and Additional Coverages

Coverage Level: Travelers Protect®

The limit shown for each of the Special Limits of Liability and Additional Coverages is the total limit for each loss in that category.

Personal Property – Special Limits of Liability

	Limit
a. Money, bank notes, coins, stored value cards	\$250
b. Securities, accounts, passports, tickets, stamps	\$1,500
c. Comic books and trading cards	\$1,000
d. Collectibles, figurines, glassware, marble, porcelains, statuary	\$1,000
e. Theft of jewelry, watches, precious stone	\$1,500
f. Theft of furs	\$1,500
g. Theft of silverware, goldware, pewterware	\$1,500
h. Theft of firearms and related equipment	\$1,500
i. Theft of tools and their accessories	\$1,500
j. Theft of rugs, tapestries and wall hangings	\$1,500
k. Business property on the residence premises	\$3,000
l. Business property away from the residence premises	\$1,500
m. Trailers or semitrailers not used with watercraft	\$1,500
n. Motor vehicle parts or equipment not attached to motor vehicle	\$500
o. Electronic apparatus while in or upon a motor vehicle or watercraft	\$1,500

The Special Limits of Liability do not increase your Coverage C – Personal Property Limit.

Property – Additional Coverages

	Limit
Debris Removal (Additional % of damaged covered property limit)	5%
Tree Removal	Per Tree \$500 Per Loss \$1,000
Trees, Shrubs and Other Plants	Per Tree \$500 Per Loss \$10,150
(5% of Coverage A - Dwelling Limit)	
Fire Department Service Charge	\$500
Credit Card, Fund Transfer, Forgery and Counterfeit Money	\$1,000
Loss Assessment	\$1,000
Landlord Furnishings	\$2,500

Named Insured MATTHEW ROGGOW REBECCA ROGGOW	Policy Number 605136506 633 1
Policy Period September 6, 2020 to September 6, 2021	Issued On Date July 20, 2020

Property – Additional Coverages (continued)	Limit
Ordinance or Law (10% of Coverage A - Dwelling Limit)	\$20,300
Personal Records and Data Replacement	\$1,500
Limited Fungi or Other Microbes Remediation	\$5,000

The applicable policy deductible applies unless otherwise noted.

Liability – Additional Coverages	Limit
Damage to Property of Others	\$1,000
Loss Assessment	\$1,000

Please review your policy for other Personal Property Special Limits of Liability and Additional Coverages that may apply.

Optional Coverages and Packages

Optional Coverages	Endorsement	Limit	Premium
Personal Property Replacement Cost Loss Settlement	HQ-290 CW (05-17)		Included*
Windstorm or Hail Percentage Deductible	HQ-312 CW (05-17)		Included*
Additional Replacement Cost Protection Coverage	HQ-420 CW (11-18)	\$50,750	Included*
25% of Coverage A - Dwelling Limit			
Home-Sharing Host Activities Coverage	HQ-857 CW (11-18)		\$35.00
Other Structures Rented to Others Coverage			Included*
Number of Families: 1			
Description: In Law sweet		\$39,788	

Optional Packages	Endorsement	Limit	Premium
Enhanced Water Package			Included*
Water Back Up and Sump Discharge or Overflow Coverage	HQ-208 CW (08-18)	\$5,000	
Limited Hidden Water or Steam Seepage or Leakage Coverage	HQ-209 CW (08-18)	\$5,000	
Decreasing Deductible and Loss Forgiveness Package			Included*
Decreasing Deductible	HQ-900 CW (05-17)		
Loss Forgiveness			

**Note: The additional cost or premium reduction for any optional coverage or package shown as "Included" is contained in the Total Policy Premium Amount.*

Required Forms and Endorsements Included in Your Policy:

Form: 633

Policy Quick Reference	HQ-T77 CW H2 (05-17)
Agreement, Definitions & Policy Conditions	HQ-D77 CW (05-17)
Property Coverage Section	HQ-P03 CW (05-17)
Liability Coverage Section	HQ-L77 CW (05-17)
Signature Page	HQ-S99 CW (05-17)
Special Provisions - Texas	HQ-300 TX (05-17)
Additional Benefits	HQ-860 CW (08-18)

The Declarations along with the Optional Coverages, Optional Packages and Required Forms and Endorsements listed above form your Homeowners Insurance Policy.
Please keep these documents for reference.

Information About Your Property

There are many factors that determine the premium on your policy, some of which are displayed below. If you would like a policy review, please contact your agent or Travelers Representative.

# of Families: 1 Family	Year Built: 1955	Construction Type: Frame
# of Stories: 1	Square Footage: 2049	Siding Type: Stucco
# of Bathrooms: 3	Age of Roof: 6	Roof Material Type: Metal
Garage - Number of Cars: 2	Garage Type: Detached	Foundation Type: Slab
# of Employees: 00		Finished Basement: 00

Issued on 07-20-2020

For Your Information

For information about how Travelers compensates independent agents and brokers, please visit www.Travelers.com or call our toll free telephone number 1-866-904-8348. You may also request a written copy from Marketing at One Tower Square, 2GSA, Hartford, Connecticut 06183.

We want to make sure we are using accurate information to rate your policy. Because you are the most familiar with your home we need your help to make sure that the information on your Declarations is accurate and complete. If any of the information on your Declarations has changed, appears incorrect or is missing, please advise your agent or Travelers representative. We also need you to check our website at www.mytravelers.com/discounts to ensure that you are receiving all of the discounts for which you are eligible. Once at the website, type in your policy number 6051365066331 and product code QH2 to view all available discounts. Should you have any questions about the information on your Declarations or your discounts, please call your agent or Travelers representative.

We have increased the coverage limit on your home by 1.900% to reflect the estimated cost to rebuild your home. This increase is based on current information we received from CoreLogic, an independent firm specializing in construction costs. Each home is unique and you know your home best. Your coverage amount may need to be adjusted, higher or lower, based on your home's specific construction details, updates or upgrades. Have you recently made any home improvements, such as upgraded your kitchen or bath, or completed a finished living area in your basement? Have you added an extra room or built a deck? These changes can significantly increase the replacement cost value of your home. It is important to make sure your policy affords appropriate coverage and limits to reflect your home's replacement cost value in the event of a total loss. If you disagree with your coverage limit, please contact your Travelers representative or agent who can work with you to help you decide the appropriate amount of insurance for your home and process any necessary adjustments.

If you have recently replaced your roof it is important that you inform your Travelers Representative.

SPECIAL WINDSTORM DEDUCTIBLE APPLIES: SEE ENDORSEMENT HQ-312.

This policy contains pollution exclusions under the Property Coverage Section and the Liability Coverage Section.

Named Insured MATTHEW ROGGOW
REBECCA ROGGOW

Policy Number 605136506 633 1

Policy Period September 6, 2020 to September 6, 2021

Issued On Date July 20, 2020

This policy may contain a percentage deductible. Please refer to the Deductible Section of the Declarations which identifies all deductibles applicable to your policy. If your coverage limit changes, the percentage deductible amount will also change.

We use Insurance Score as one factor in determining the premium on our policies. If you would like to have your Insurance Score updated, please call 1.800.841.3005.

GENERAL RELEASE OF LIABILITY

I, Matthew J. Roggow, of 1303 N. 5th St,
Short Term Rental Operator Alpine, Texas, 79830 Street Address
City State Zip (Hereinafter the "Releasor") have agreed
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 15 day of March, 20 21.
Day Month Year

Releasor's Signature: [Signature]

Releasor's Printed Name: Matthew J. Roggow

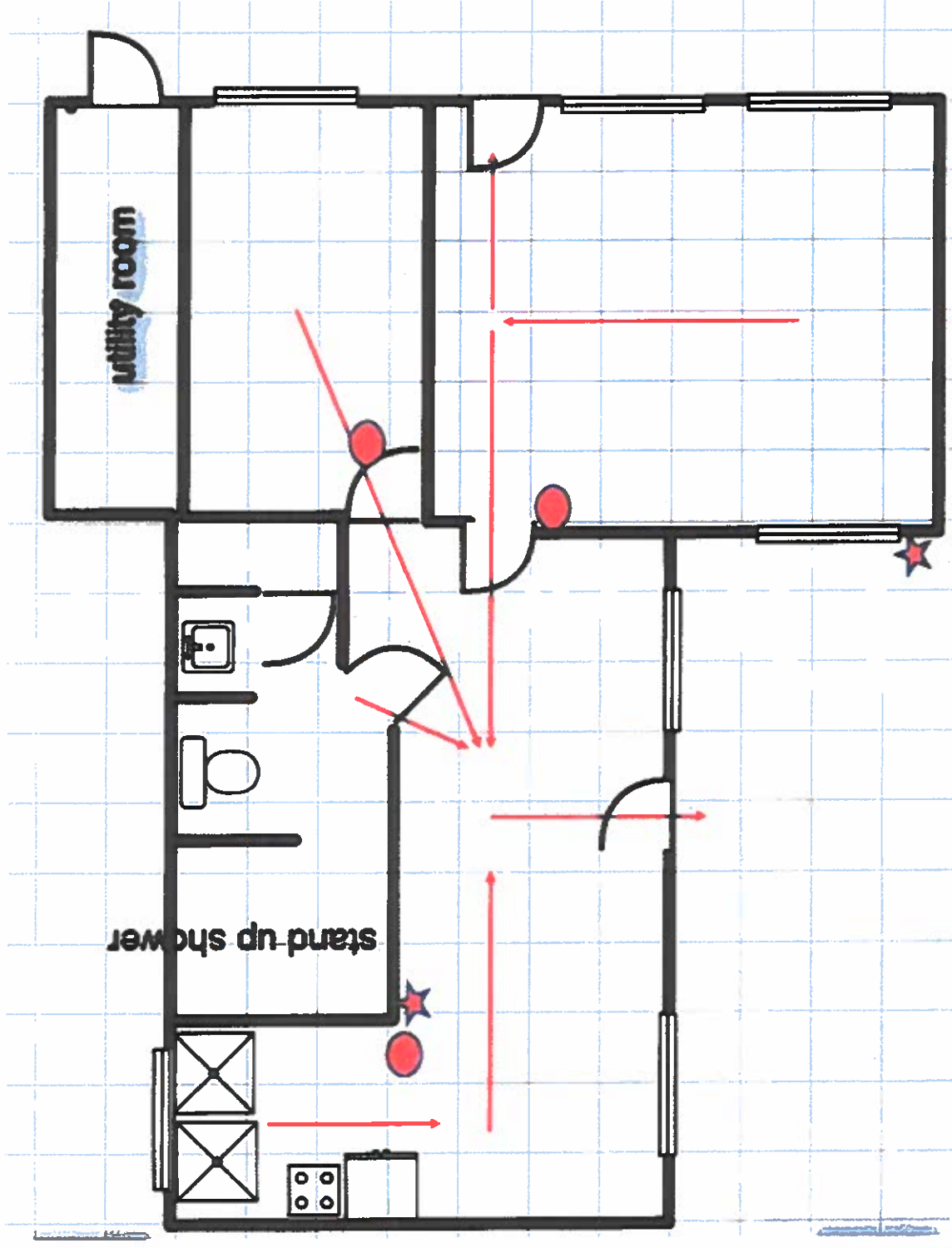
1303 N. 5th Street
Alpine, Texas 79830

Roggow Property

Emergency Escape

★ Fire Extinguisher

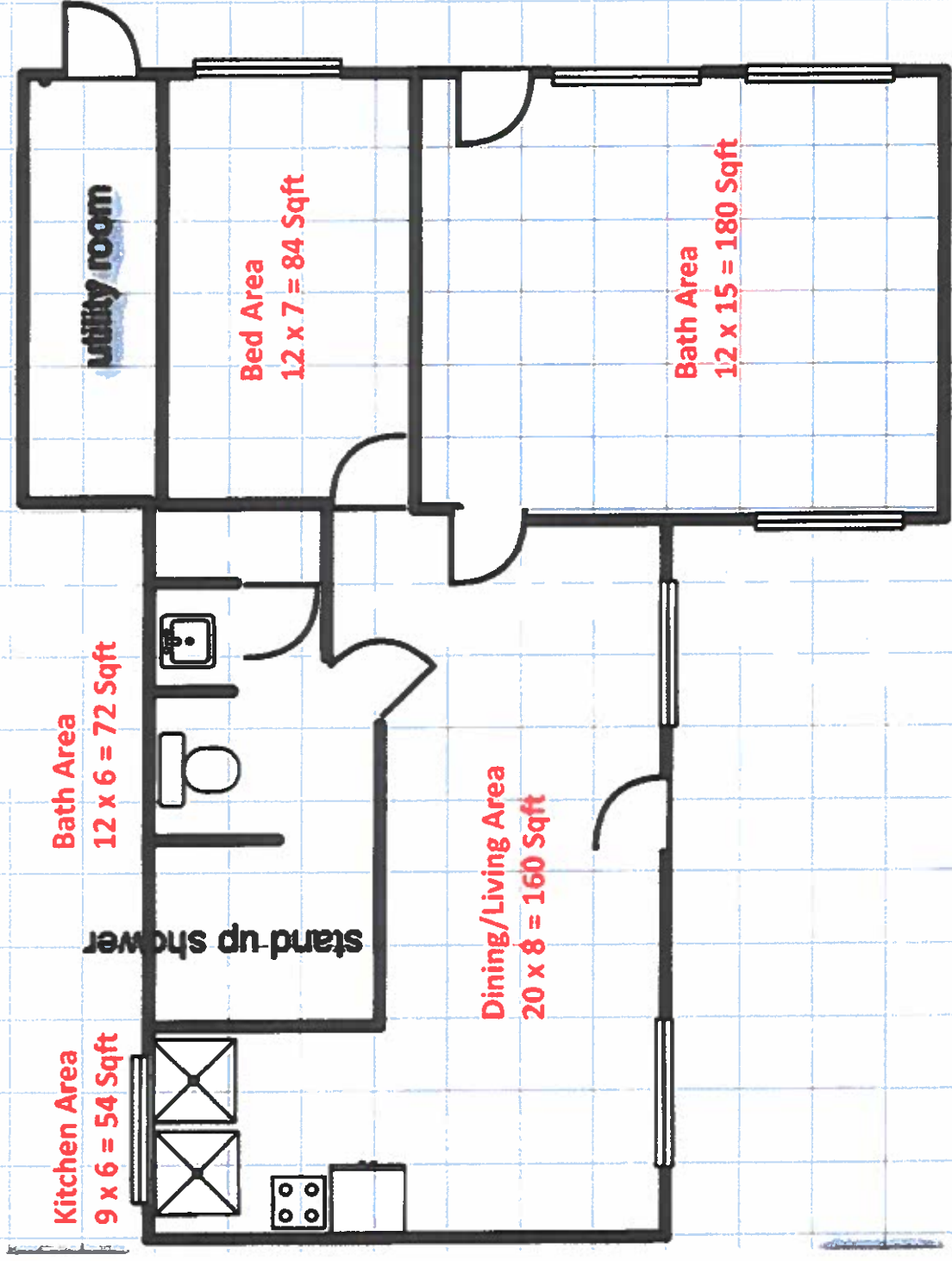
● Smoke Detector



1303 N. 5th Street
Alpine, Texas 79830

Roggow Property

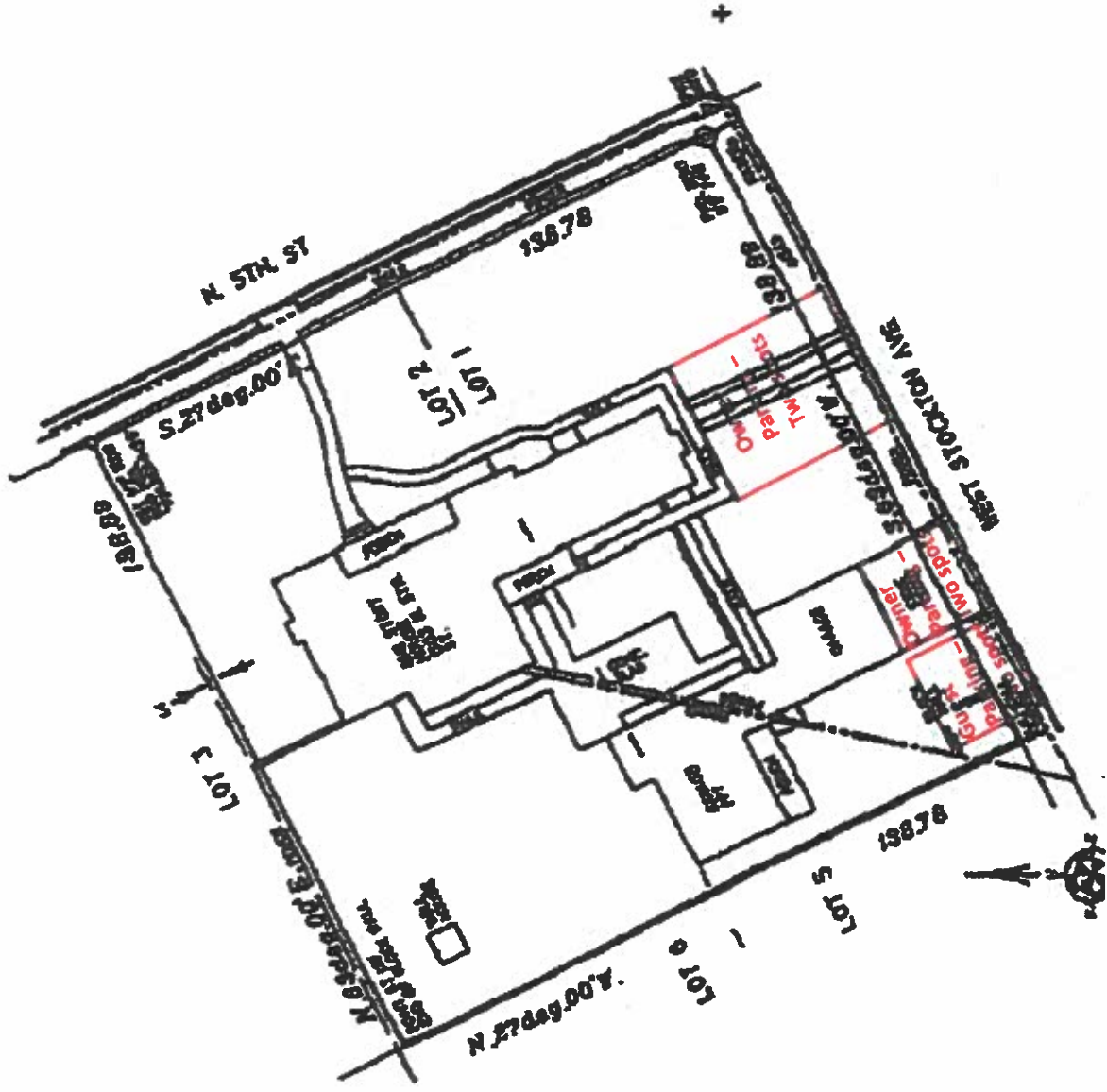
Sq Footage (approx.)



1303 N. 5th Street
Alpine, Texas 79830

Roggow Property

Parking Depiction



Brewster CAD

Property Search > 11650 ROGGOW MATTHEW J AND REBECCA Tax Year: 2020
A for Year 2020

Property

Account

Property ID: 11650 Legal Description: NORTH, BLOCK 45, LOT 1,2
Geographic ID: 973400450001000009 Zoning:
Type: Real Agent Code:
Property Use Code:
Property Use Description:

Location

Address: 1303 N 5TH STREET Mapsco:
ALPINE, TX
Neighborhood: NORTH Map ID:
Neighborhood CD: NORTH

Owner

Name: ROGGOW MATTHEW J AND REBECCA A Owner ID: 36614
Mailing Address: 1303 N 5TH ST % Ownership: 100.000000000000%
ALPINE, TX 79830-2509

Exemptions:

Values

(+) Improvement Homesite Value:	+	\$229,333	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$21,467	
(+) Land Non-Homesite Value:	+	\$0	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0
<hr/>			
(=) Market Value:	=	\$250,800	
(-) Ag or Timber Use Value Reduction:	-	\$0	
<hr/>			
(=) Appraised Value:	=	\$250,800	
(-) HS Cap:	-	\$0	
<hr/>			
(=) Assessed Value:	=	\$250,800	

Taxing Jurisdiction

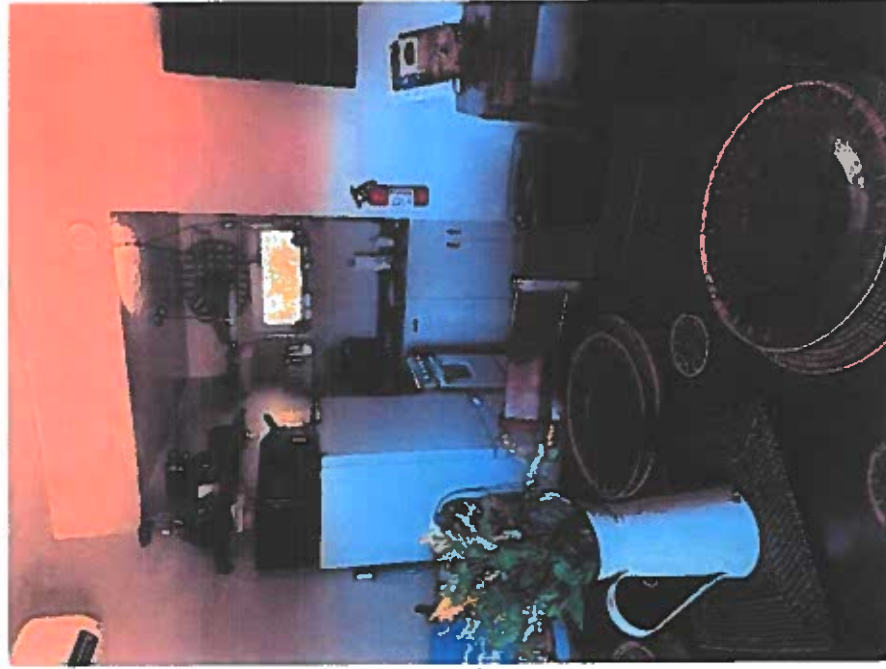
Owner: ROGGOW MATTHEW J AND REBECCA A
% Ownership: 100.000000000000%
Total Value: \$250,800

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
11	City of Alpine	0.553753	\$250,800	\$250,800	\$1,388.82
2	Brewster County	0.389601	\$250,800	\$250,800	\$977.12
21	Alpine ISD	1.294700	\$250,800	\$250,800	\$3,247.11
4	Big Bend Regional Hospital District	0.107077	\$250,800	\$250,800	\$268.55
CAD	Central Appraisal District	0.000000	\$250,800	\$250,800	\$0.00

1303 N. 5th Street Alpine, Texas 79830

Roggow Property

Photos



1303 N. 5th Street Alpine, Texas 79830

Roggow Property

Photos



1303 N. 5th Street Alpine, Texas 79830

Roggow Property

House Rules

Additional rules

[Edit](#)

Quiet time is after 9pm. All guests must comply with the noise ordinance.

Guests must park vehicles in the two designated parking spots in front of the Casita on the red fine gravel area. Additional parking spots may be available upon request.

Guests will utilize the messaging system within the app (text and telephone) to contact the owner (who is on site).

Trash may be placed in the dumpster adjacent to the property.

Guests must disclose if traveling with dogs prior to booking. We have two large dog kennels on site. Let us know if you need them during your stay. An additional \$25 per day fee will be assessed for accommodations with pets. The pets MUST be placed in a kennel inside the Casita when you leave the property. The pets cannot be left in the yard unattended at anytime during your stay. We have had two incidents where pets escaped. Kenneling is an absolute requirement when you are not present. Pets MUST remain off the furniture and beds. You are responsible for attending to waste matter left by pets and any damages to the property and Casita by your pets. You will be responsible for any damage to the Casita caused by you or your party during your stay. No smoking except outside.

Emergencies - dial 911

Non-emergency Police - (432) 837 - 3486

Non-emergency Fire - (432) 837 - 2366

Weather/Natural Disaster Reporting: <https://www.accuweather.com/en/us/alpine/79830/weather-warnings/335736>