



CITY OF ALPINE
WORKSHOP & REGULAR
CITY COUNCIL MEETING

803 W. Holland Avenue, Alpine, Texas 79830

Tuesday, July 5, 2022 - 5:30 P.M.

Notice is hereby given that the City Council of the City of Alpine, Texas will hold a regular meeting at 5:30 P.M. on July 5, 2022, in City Council Chambers, at 803 West Holland Avenue, in the City of Alpine, Texas for the purpose of considering the attached agenda. This notice is posted pursuant to the Texas Open Meetings Act (Government Code Sec. 551.043). **PUBLIC NOTICE – THE USE OF CELLULAR PHONES AND ELECTRONIC EQUIPMENT IS PROHIBITED IN THE CITY COUNCIL CHAMBERS DURING MEETINGS OF THE CITY COUNCIL EXCEPT FOR PURPOSES EXPLICITLY AUTHORIZED BY STATE LAW (TEXAS GOVERNMENT CODE SEC. 551.023).** This meeting will be conducted in accordance with the official Rules of Decorum for City Council Meetings available at www.cityofalpine.com/decorum. Public Comments are limited to agenda items only. Individuals who wish to address the City Council may do so by completing a Public Comment Card and by placing the completed card on the City Secretary's desk not later than five minutes before the commencement of the meeting. The Public Comment Card may also be completed online at www.cityofalpine.com/councilcomments. A Public Comment Card is not required for speakers who wish to comment on a Public Hearing item. When speakers are acknowledged, please approach the microphone at the podium and state your name and Ward for the record. Public Comments are limited to 3 minutes per person, and a bell will signal the end of each speaker's time. Please conclude speaker comments promptly when the bell rings. State law generally prohibits the Council from discussing or taking any action on any issue not included on the agenda, but if appropriate, the Council may schedule the topic for future discussion or refer the matter to staff. **NO PERSONAL ATTACKS ON COUNCIL MEMBERS OR CITY STAFF WILL BE ALLOWED.** The Mayor and/or City Council Members may call a point of order to stop personal attacks. If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred.

AGENDA

1. **Call to Order.**
2. **Determination of a Quorum and Proof of Notice of the Meeting.**
3. **Public Comments** – (limited to 3 minutes per person)
4. **Presentations, Recognitions, and Proclamations** – None.
5. **Reports** –

City Mayor Report

- Meet with the Mayor
- Meeting with Dr. Carlos Hernandez, Interim President of SRSU
- Drought Contingency Plan and Water Conservation
- Texas Travel Awards – The Visitor Center

City Attorney Report

- None.

City Manager Report

- City Updates

City Staff Update

- Utilities Report by Director of Public Utilities, Keith Segar
- Airport Report by Airport Supervisor, Abel Hinojos

6. **Public Hearings** –
 1. Public Hearing to obtain citizen views and comments regarding the 2022-2027 Capital Program.
7. **Consent Agenda** – (Minutes, Financial reports, Department written reports, board appointments, etc.) **Notice to the Public** – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.
 1. Approval of June 21, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)

2. Approval of Short Term Rental Special Use Permit Applications for:
 - a) 604 E Ave F. Property owner of record is Faith Christian Worship Center.
 - b) 502 E Brown. Property owner of record is J. Robert Stovell.
 - c) 409 N. Orange St. Property owner of record is Timothy Garrett and Sara R. Watson.
 - d) 403 E Sul Ross St. Property owner of record is S. Holland Property LLC.
 - e) 410 N. 8th St. Property owner of record is Jennifer Hatch.
 - f) 114 N. 5th St. Property owner of record is Loft Holdings LLC.

(G. Calderon, City Secretary)

3. Approval of the excused absence of Councilor Tandy from the June 7, 2022, Regular City Council Meeting (G. Calderon, City Secretary)
4. Approval of the updated Fiscal Year 2022-2023 Budget Calendar (M. Antrim, City Manager)
5. Approval of the Administrative Assistant Job Description (M. Antrim, City Manager)
6. Approval of Gas Department Compliance Tech and DIMP Manager Job Descriptions (M. Antrim, City Manager)

8. Information or Discussion Items

1. Family Crisis Center Quarterly Report by Program Director, Gina Wilcox (M. Antrim, City Manager)
2. Alpine Volunteer Fire Department Quarterly Report by Fire Chief Andrew Pierce (M. Antrim, City Manager)
3. Discuss Budget Billing for Utilities (J. Stokes, City Council)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).

1. Approve Resolution 2022-07-01, a resolution approving the Fiscal Year 2023-2027 Capital Improvement Plan (M. Antrim, City Manager)
2. Approve Resolution 2022-07-02, a resolution initiating annexation proceedings and setting dates, times, and places for public hearings on the proposed annexation of lots two through twelve, Allen Addition, Brewster County, Texas (M. Antrim, City Manager)
3. Approve Resolution 2022-07-03, a resolution authorizing the City to participate in the Texas Mountain Trail Heritage Tourism Grant Program (M. Antrim, City Manager)
4. Approve Resolution 2022-07-04, a resolution adopting a Financial Policy for the City (M. Antrim, City Manager)
5. Approve the appointment of Chair of:
 - a. Airport Advisory Board
 - b. Animal Advisory Board

- c. Beautification & Environmental
- d. Building & Standards
- e. HOT Committee
- f. Music Advisory Board
- g. Parks & Recreation

(C. Rodriguez, City Council)

- 6. Approve the recommendation of the City Manager to hire Alicia Salinas as the Director of Finance (M. Antrim, City Manager)
- 7. Approve the Municipal Judge contract (M. Antrim, City Manager)

10. City Council Member Comments – No discussion or action may take place.

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

11. Executive Session – None.

12. Action – Executive Session – None.

13. Adjourn.

CERTIFICATION

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public and to the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on July 1, 2022, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email city.secretary@ci.alpine.tx.us for further information.


Geoffrey R. Calderon, City Secretary



INTRODUCTION OVERVIEW

1. Call to Order.
2. Determination of a Quorum and Proof of Notice of the Meeting.
3. Public Comments – (limited to 3 minutes per person)
4. Presentations, Recognitions, and Proclamations – None.

REPORTS OVERVIEW

5. Reports –

City Mayor Report

- Meet with the Mayor
- Meeting with Dr. Carlos Hernandez, Interim President of SRSU
- Drought Contingency Plan and Water Conservation
- Texas Travel Awards – The Visitor Center

City Attorney Report

- None.

City Manager Report

- City Updates

City Staff Update

- Utilities Report by Director of Public Utilities, Keith Segar
- Airport Report by Airport Supervisor, Abel Hinojos



CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JULY 5, 2022

REPORTS

1. City Manager Report
 - City Updates

BACKGROUND

1. None.

SUPPORTING MATERIALS

1. City Updates Slide Presentation to be presented during the meeting. The presentation will be posted to www.cityofalpine.com/reports within 24 hours of the meeting.

STAFF RECOMMENDATION

1. None.



**CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JULY 5, 2022**

REPORTS

1. City Staff Update
 - Utilities Report by Director of Utilities, Keith Segar

BACKGROUND

1. None.

SUPPORTING MATERIALS

1. Slide Presentation.

STAFF RECOMMENDATION

1. None.

UTILITIES DEPARTMENT UPDATES

City Council Meeting 7/5/2022

CITY OF ALPINE

AWWA

✓ AWWA ACE 22 Water Conference in San Antonio, TX



Global Suppliers

- ✓ Industry Suppliers from ALL Corners of the World




Truly a Global Economy

- ✓ Competition for Supplies AND Skilled Employees is Worldwide



Technologies

- ✓ Newest Technologies from all Different Areas



Some of the new products reviewed:

- ✓ Water Meters
- ✓ Valves
- ✓ HDPE Welding Equipment

Supply Chain

- ✓ Supply Chain Issues will Continue for the Foreseeable Future
- ✓ Cost will Continue to Climb as Demand Increases

Survey: 88% of Companies Have Experienced Shipping Delays & Other Supply Chain Revelations

Please note, due to volume, carriers have advised of potential delays. We appreciate your patience during this unprecedented time.

1-800-546-1234 [Contact Us](#) [Privacy Policy](#) [Terms of Service](#) [About Us](#) [FAQ](#) [Site Map](#)

USA BlueBook
Get the Best Deal

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Backhoe

- ✓ The Need for another Backhoe & Second Crew More and More Evident
- ✓ Current 2-4 Month Backlog on Installations
 - ✓ Due to Re-Prioritizing Every Day for Emergency Repairs





CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JULY 5, 2022

REPORTS

1. City Staff Update
 - Airport Report by Airport Supervisor, Abel Hinojos

BACKGROUND

1. None.

SUPPORTING MATERIALS

1. Slide Presentation.

STAFF RECOMMENDATION

1. None.



Current Project: TxDOT CSJ No: 2224ALPIN

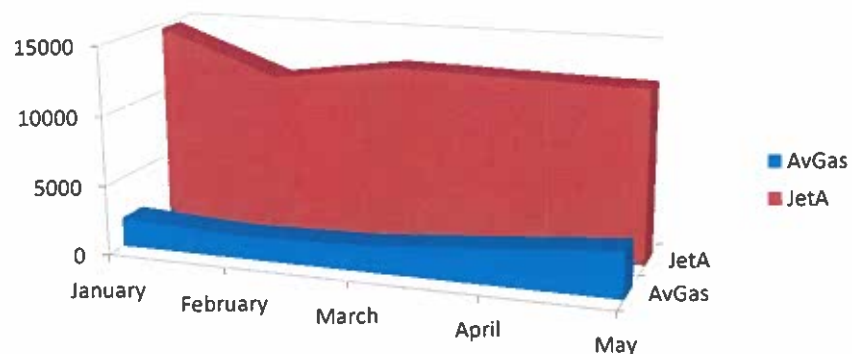
▸ Project Description

- Replace the Medium Intensity(MIRL) System on Runway 1-19
- Replace the Visual Approach Path Indicators on Runway 1-19(VASI) with Precision Approach Path Indicators(PAPI)

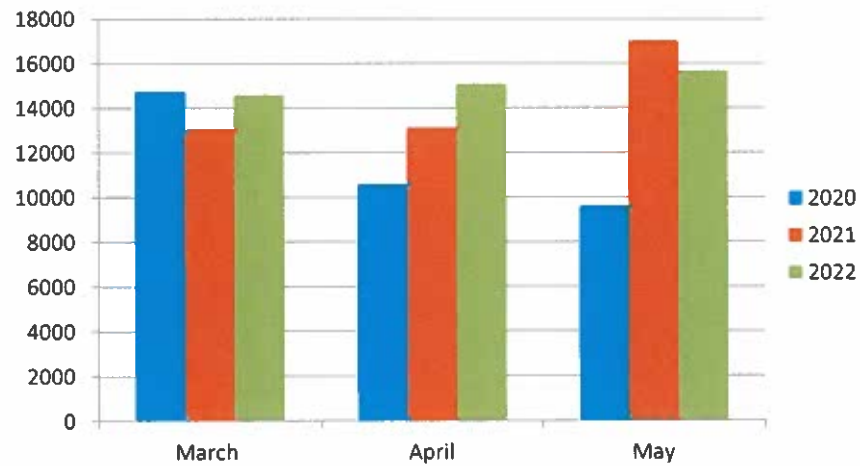
Schedule for Lighting Project

- Advertise: 06/30/2022 and 07/07/2022(two consecutive weeks)
- Pre-bid Meeting: 07/11/2022(7 Days after 2nd Ad) @ 3:30 PM
- Addenda Due: 08/02/2022 (Week before Bid Opening)
- Bid Opening: 08/09/2022 (28 – 30 days after 1st Advertisement)

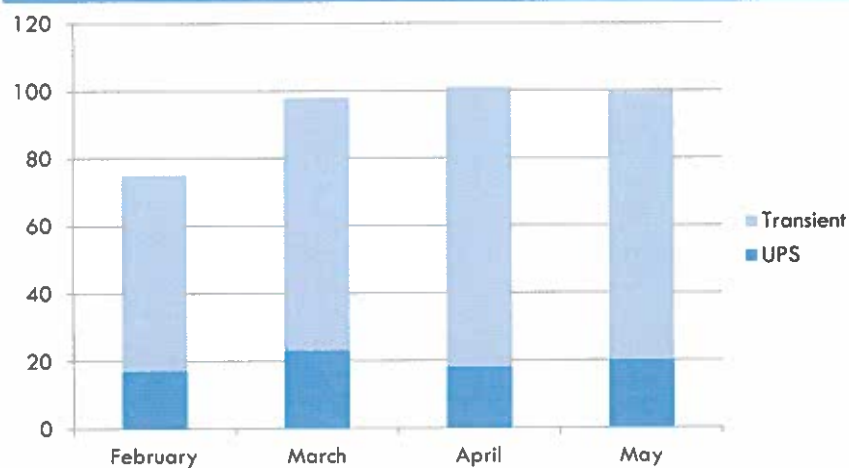
Fuel Sales (gallons)



Fuel Sales Yearly Comparison



Transient Traffic



Totals do not include aircraft based at the Alpine Airport which are privately owned, DPS, and CBP aircraft.
Also does not include aircraft which arrive and depart during off hours and do not register.



PUBLIC HEARING OVERVIEW

6. Public Hearings –

- a. Public Hearing to obtain citizen views and comments regarding the 2022-2027 Capital Program.

CONSENT AGENDA OVERVIEW

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

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 5. 410 N. 8th St. Property owner of record is Jennifer Hatch.
 6. 114 N. 5th St. Property owner of record is Loft Holdings LLC.(G. Calderon, City Secretary)
3. Approval of the excused absence of Councilor Tandy from the June 7, 2022 Regular City Council Meeting (G. Calderon, City Secretary)
4. Approval of the updated Fiscal Year 2022-2023 Budget Calendar (M. Antrim, City Manager)
5. Approval of the Administrative Assistant Job Description (M. Antrim, City Manager)
6. Approval of Gas Department Compliance Tech and DIMP Manager Job Descriptions (M. Antrim, City Manager)



**CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JULY 5, 2022**

CONSENT AGENDA

1. Approval of June 21, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)

BACKGROUND

1. None.

SUPPORTING MATERIALS

1. June 21, 2022, Regular Meeting Minutes.

STAFF RECOMMENDATION

1. APPROVE.

**City of Alpine
Workshop & Regular
City Council Meeting
Tuesday, June 21, 2022
Minutes**

BUDGET WORKSHOP - 5:30 P.M.

1. **Call to Order & Pledge of Allegiance** – Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The workshop was held at City Council Chambers located at 803 West Holland Avenue and via Zoom conference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.
2. **Determination of a Quorum and Proof of Notice of the Meeting** –

City Council Members Present:

Mayor Catherine Eaves
Councilor Judy Stokes
Councilor Chris Rodriguez
Councilor Martin Sandate
Councilor Jerry Johnson
Councilor Sara Tandy

City Staff Present:

Megan Antrim, City Manager
Geoffrey R. Calderon, City Secretary
Darrell Losoya, Chief of Police
Keith Segar, Director of Utilities
Abel Hinojos, Airport Supervisor

Not Present:

Randy Guzman, Gas Utility Director

City Secretary, Geoffrey Calderon, announced that a quorum of the City Council was present at the City Council Chambers and reported that the meeting agenda was posted by 2:00 P.M. on June 14, 2022.

3. **Workshop** –

- Fiscal Year 2022-2023 Budget Workshop.

The following residents made comments regarding budget priorities:

- Karen Cantrell, Ward 1
- Brett Bell, Ward 1
- Rick Stephens, Ward 5
- Cynthia Salas, Ward 2

4. **Adjourn Work Session (6:12 P.M.)**

REGULAR CITY COUNCIL MEETING - 6:00 P.M.

1. **Call to Order** – Mayor Catherine Eaves called the Regular City Council Meeting to Order at 6:12 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom conference in the City of Alpine, Texas.

2. **Determination of a Quorum and Proof of Notice of the Meeting** – All workshop attendees remained present for the regular meeting.
3. **Public Comments** – (limited to 3 minutes per person) –
 - Grant Rogers expressed concerns regarding landfill needs relative to item no. 8-3.
 - Rick Stephens expressed support relative to item no. 9 – 3, Resolution 2022-06-12, and the principles of the budget policy.
4. **Presentations, Recognitions, and Proclamations** – None.
5. **Reports** – Copies of presentations displayed during the meeting are posted on the City website at www.cityofalpine.com/reports –

City Mayor Report

- Parks & Recreation Board Meeting
- Meet with the Mayor opportunities
- Commissioners Court Meeting for the County
- Meeting with Dr. Robert Munoz from SRSU
- Strategic Planning and Alpine Community Project's idea regarding Community Values
- Listening to the residents and working to resolve issues
- Wild Hogs issue
- Nomination of Municipal Court Judge

City Attorney Report

- Municipal Court Update
- Annexation Law Update

City Manager Report

- City Updates
- Finance Report

City Staff Updates

- Police Department Report by Chief of Police, Darrell Losoya
- Gas Department Report by Gas Director, Randy Guzman

Gas Utility Director, Randy Guzman, was not present due to illness and could not present the presentation.

6. **Public Hearings** – None.
7. **Consent Agenda** – (Minutes, Financial reports, Department written reports, Board appointments, etc.) – (Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not

requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.) –

Amended June 7, 2022, Regular Meeting Minutes were presented to the Council in person for approval. These minutes were amended from the minutes included in the City Council Packet available online at www.cityofalpine.com/agenda.

1. Approval of June 7, 2022, Regular Meeting Minutes (G. Calderon, City Secretary)
2. Approval of Finance Clerk I, II, III Job Descriptions (M. Antrim, City Manager)
3. Approval of Customer Service Clerk I, III, III Job Descriptions (M. Antrim, City Manager)

Councilor Rodriguez requested to pull out items no. 2 and 3 from the regular sequence of the consent agenda.

RESOLUTION 2022-06-13: On a motion by Councilor Rodriguez and seconded by Councilor Johnson to approve the June 2, 2022 meeting minutes, the City Council unanimously voted to adopt the motion.

RESOLUTION 2022-06-14: On a motion by Councilor Rodriguez and seconded by Councilor Stokes to approve items no. 2 & 3, the City Council unanimously voted to adopt the motion.

8. Information or Discussion items –

City Manager, Megan Antrim, requested that item no. 6, the presentation regarding City Health Insurance by Riley Dearing, be moved to item no. 1.

1. Presentation regarding City Health Insurance by Riley Dearing (M. Antrim, City Manager)
2. Discussion regarding Chapter 23 – City Council, Article II – Rules of Procedure, Section 23-11 – Voting, to the Alpine Code of Ordinances (C. Eaves, Mayor)
3. Discussion regarding the Alpine Code of Ordinances, Chapter 23 – City Council, Article III – Rules of Decorum, Section 23-18 – Addressing the City Council (C. Eaves, Mayor)
4. Discussion regarding Utility Billing (C. Rodriguez, City Council)

Danielle Bell, Ward 1, addressed the City Council with questions regarding Utility Billing.

5. Discuss the proposed FY 2023 Capital Improvement program (M. Antrim, City Manager)
6. Emergent Air – EMS Provider Report by Walter Kuykendall (M. Antrim, City Manager)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items are limited to 10 per meeting.) –

1. Approve Resolution 2022-06-10, a resolution authorizing the City to participate in the Apache Tree Grant Program, providing native special saplings to residents (M. Antrim, City Manager)

RESOLUTION 2022-06-15: On a motion by Councilor Rodriguez and seconded by Councilor Johnson to approve, the City Council unanimously voted to adopt the motion.

2. Approve Resolution 2022-06-11, a resolution adopting an Investment Policy for the City for Fiscal Year 2022-2023 (M. Antrim, City Manager)

RESOLUTION 2022-06-16: On a motion by Councilor Rodriguez and seconded by Councilor Sandate to approve, the City Council unanimously voted to adopt the motion.

3. Approve Resolution 2022-06-12, a resolution adopting a Budget Policy for the City (M. Antrim, City Manager)

RESOLUTION 2022-17-: On a motion by Councilor Rodriguez and seconded by Councilor Stokes to approve, the City Council unanimously voted to adopt the motion.

4. Approve the recommendation of Mayor Eaves for the appointment of Municipal Court Judge (M. Antrim, City Manager)

RESOLUTION 2022-06-18: On a motion by Councilor Rodriguez and seconded by Councilor Sandate to approve, the City Council unanimously voted to oppose the motion.

5. Approve the recommendation of the City Manager to hire Andrew Devaney as the Director of Building Services/Building Official (M. Antrim, City Manager)

RESOLUTION 2022-06-19: On a motion by Councilor Rodriguez and seconded by Councilor Stokes to approve, the City Council unanimously voted to adopt the motion.

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

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

11. Executive Session – None.

12. Action – Executive Session – None.

13. Adjourn. (8:09 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, Mayor

Geoffrey R. Calderon, City Secretary

CERTIFICATION

I, Geoffrey R. Calderon, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on June 14, 2022, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting. This facility is wheelchair accessible and accessible parking space is available. Requests for accommodations or interpretive services

must be made 48 hours prior to this meeting. Please contact the Office of the City Secretary at (432) 837-3301, option 1, or email city.secretary@ci.alpine.tx.us for further information.

Geoffrey R. Calderon, City Secretary



**CITY COUNCIL
MEETING AGENDA ITEM COVER MEMO
JULY 5, 2022**

CONSENT AGENDA

2. Approval of Short Term Rental Special Use Permit Applications (G. Calderon, City Secretary)

BACKGROUND

1. None.

SUPPORTING MATERIALS

- a) 604 E Ave F. Property owner of record is Faith Christian Worship Center.
- b) 502 E Brown. Property owner of record is J. Robert Stovell.
- c) 409 N. Orange St. Property owner of record is Timothy Garrett and Sara R. Watson.
- d) 403 E Sul Ross St. Property owner of record is S. Holland Property LLC.
- e) 410 N. 8th St. Property owner of record is Jennifer Hatch.
- f) 114 N. 5th St. Property owner of record is Loft Holdings LLC.

STAFF RECOMMENDATION

1. APPROVE.

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 F Property Owner _____ Phone _____

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 exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

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

To request an inspection please call 432.837.3281 Building Services.

Inspected by: Andrea Procco

Requires re-inspection _____

Mechanical:

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

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

Structural:

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

Approved ☒ Date: 5/19/22

Approved _____ Date: _____



Owner:

Faith Christian Worship Center
300 S. Phelps St
Alpine, Texas 79830

Contact:

Adam Brant
1009 N Bird Street
Alpine, Texas 79830
352-610-2560

April 21, 2022

To Whom It May Concern,

The "Little Blue House" (at 604 E Ave F, Alpine, Texas) is our new short term rental property that we are excited to offer those traveling through our region. We are very excited to share the very best of Alpine with our guests. This property is near Jackson Field, the Farmer's Market, historic Alpine downtown area, and HWY 118 for travel to our wonderful tourist attractions down in south county.

We consider our neighbors to be our friends and will be closely involved in keeping our guests abiding by the rules while they are staying at our property. We have strict rules on our listing concerning no parties, no excessive loud noises, etc. We will make sure our guests know that we are in a family based neighborhood, and we respect our neighbors peace.

We believe our STR property will add value to our neighborhood and community by giving people an option to stay in a private home that is central to the best of Alpine's downtown area. We think it will be one of the many great stop over locations available to stay at in Alpine for both tourists, and returning locals.

There is plenty of onsite parking to accommodate our guest limit, which not not impact street usage, or trash pickup routes.

Serving in the hospitality field has been a life long commitment for our family and we look forward to keeping that part of our family endeavors. I look forward to fulfilling a dream of ours - to have a short term rental business. Thank you for your assistance in this process.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Brant", written in a cursive style.

Adam Brant

President of
Faith Christian Worship Center

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 f, 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 1-14 Block 4 Addition (SEE BOOSTER CAD PAPER)

Square footage of property

1,568 sq ft
(MOBILE HOME)

Number of Bedrooms & Units

3

Size of property lot

Present zoning district

RESIDENCE

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)

FAITH CHRISTIAN WORSHIP CENTER

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

300 S PHELPS ST, ALPINE, TX 79830

City/State/Zip code of property owner

ALPINE, TX 79830

Telephone number of property owner

352 587 5223

Email address of property owner

info@bcflorida.org

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

ADAM BRANT

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

1009 N BIRD ST

City/State/Zip code of designated operator

ALPINE, TX 79830

Telephone number of designated operator

352 610 2560

Email address of designated operator

CONSIDERWHATU DO @
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
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**

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)

FAITH CHRISTIAN
WORSHIP CENTER

Print Property Owners Name

Adam Brant

Property Owners Signature

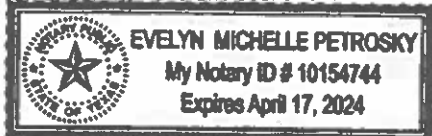
The State Of Texas

County Of Brewster

Before Me Evelyn Michelle Petrosky on this day personally appeared Adam Brant
(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 21st day of Apr. 1, A.D. 2022



Evelyn Michelle Petrosky
Notary in And for State of Texas

Print Property Owners Name

Property Owners Signature

The State Of _____

County Of _____

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

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

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

Notary in And for State of Texas

Short Term Rental Registration

Print

Submitted by: Little Blue House

Status: Open

Priority: Normal

Assigned To: Records Clerk

Due Date: Open

Office Use Only

Received Date: 4-21-22

By: Tackett, A.



SHORT TERM RENTAL REGISTRATION

• New Registration or Change of Information?

☒ New Registration

☐ Change of Information

SECTION I: PROPERTY INFORMATION

• PROPERTY NAME

Little Blue House

• STREET ADDRESS

604 E AVE F

Address, City, State, Zip

• CITY, STATE, ZIP

Alpine, TEXAS, 79830

City, State, Zip

LEGAL DESCRIPTION

DW MH 28X56 LOCATED: BERKLEY BK 4 LT 1-14 #MP153350A&B#PFS0371330&1

Addition, Block, Lot

• TOTAL NUMBER OF RENTAL UNITS

1

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

SECTION II: OWNER INFORMATION

*** 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**

ADAM BRANT, PRESIDENT OF FCWC

Please type your first and last name

*** Date**

04/21/2022

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: 604 E AVE f

Property Owner Name: FAITH CHRISTIAN WORSHIP CENTER

Local Representative:

Name: ADAM BRANT Telephone: 352610 2560

Physical Address: 1009 N BIRD ST Email: CONSIDERWHATWO
@GMAIL.COM

Mailing Address: SAME AS PHYSICAL

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: Adam Brant Date: 4/21/22

Property Owner's Signature: Adam Brant Date: 4/21/22

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 AVE F, ALPINE, TX 79830
(Property Address)


(STR Owners Signature)

Date: 4/21/22

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

4/21/22
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.



FARMERS
INSURANCE

Underwritten by: **Foremost County Mutual Insurance Company**
Home Office: P.O. Box 2450
Grand Rapids, Michigan 49501

MOBILOWNERS POLICY DECLARATIONS

Policy No. 444-0019603479-01

Renewal of

This policy insures: (a) As Named Insured	(Name, No., Street, Town or City, County, State) FAITH CHRISTIAN WORSHIP CENTER PO BOX 62 MARATHON TX 79842		(b) As LIENHOLDER: and any loss under this policy shall be payable to them as their interests may appear at the time of loss, (See Misc. Provision Par.1)
	Service Office & Agency Code DONA W BLEVINS FARMERS INSURANCE GROUP PO BOX 2075 ALPINE TX 79831-2075 890042010		
INSURED'S OCCUPATION		AGE	EMPLOYER

This policy shall expire as shown below except that it may be continued in force for successive policy periods by the payment of the required renewal premium in advance of each such period and the acceptance of such premium by a duly authorized representative of the company. Each such policy period shall be for the declared number of calendar months, and each shall begin and expire at 12:01 A.M., standard time at the address of the named insured. The premium shown is for the stated policy period. If renewed, the successive policy periods shall be 12 calendar months.

Territory: The entire world. This policy applies to the insured property regardless of where the mobile home is situated.

Period of Insurance:

From 08/18/21 to 08/18/22 12:01 A.M. Standard Time at address of named insured stated above.

Description of Mobile Home - The mobile homes referred to in this policy are described as follows:

YEAR	LGTH	WTH	MANUFACTURER (MAKE)	MODEL	SERIAL NUMBER	PURCHASE PRICE	PURCHASED DATE
1995	56	14	PALM HARBOR		PFS037133	\$100,000	08/21

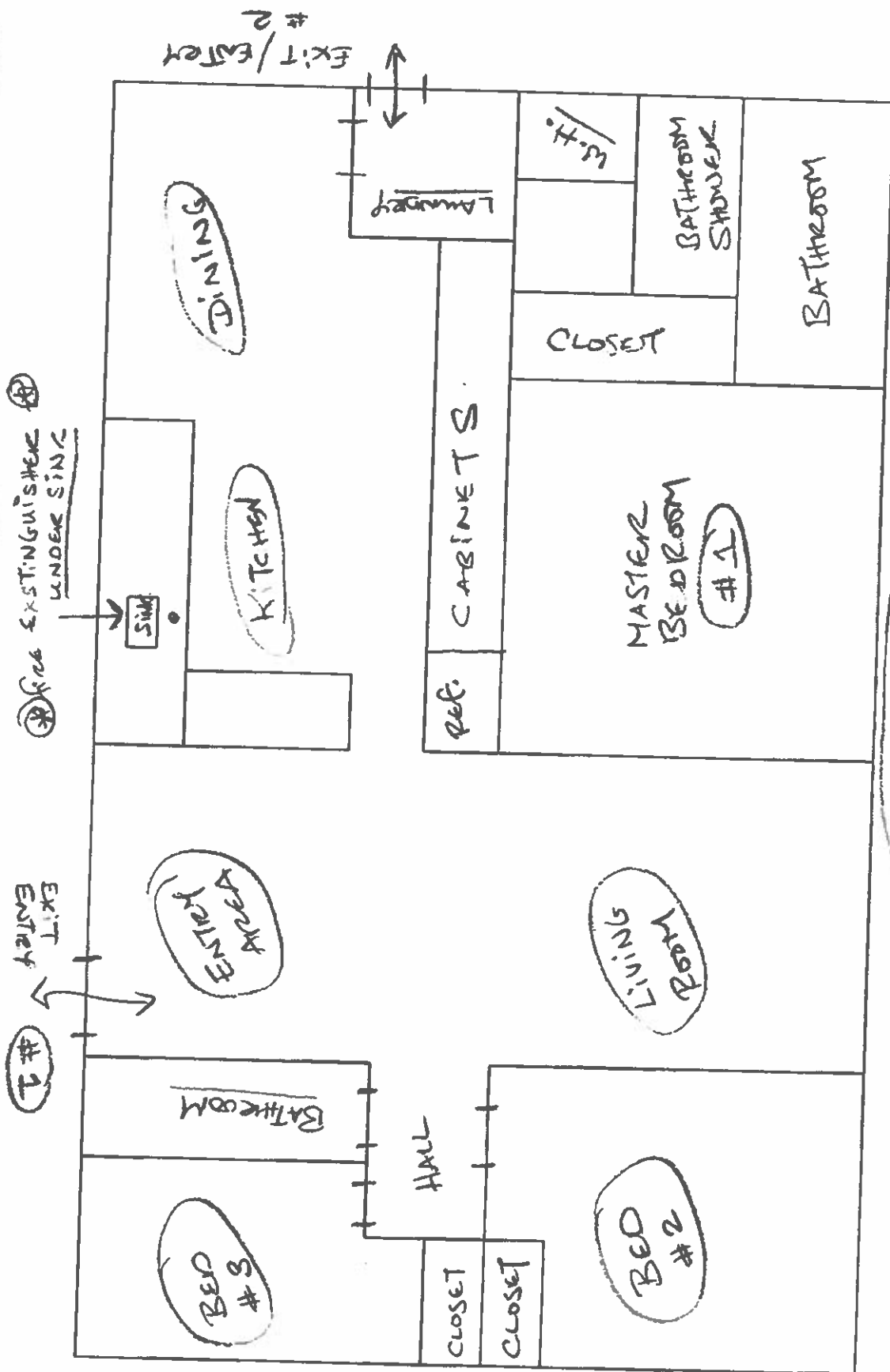
Coverages: This policy provides only the protection for which a specific premium charge is indicated below, or which is indicated either below or elsewhere in the policy as included without specific charge. Description of the protection below is intended only as a general indication of its nature. Detailed definitions, and any limitations are found in the insuring agreements and other provisions of the policy.

MOBILE HOME PROTECTION	PART I					PART II
	BROAD FORM COMPREHENSIVE PROTECTION	ADJACENT STRUCTURES AND EQUIPMENT	PERSONAL EFFECTS PROTECTION	COLLISION PROTECTION (Including Upset) Deductible <input type="checkbox"/> FULL TERM <input type="checkbox"/> TRIP ONLY 30 DAYS	ENDORSEMENT FEDERAL FLOOD DISASTER PROTECTION	VENDOR'S SINGLE INTEREST PROTECTION STANDARD PROTECTION AND SPECIAL PROTECTION
LIMITS OF LIABILITY	\$100,000	\$5,000	\$30,000			
PREMIUM	\$1,725	\$81	\$486			
ENDORSEMENTS						PREMIUM
3814-09/98 7018-10/14 4554-09/09 5125-02/04 4576-03/13						
Deductibles PART I DEDUCTIBLE - ALL OTHER \$1,000						
ENDORSEMENT PRM \$30-						

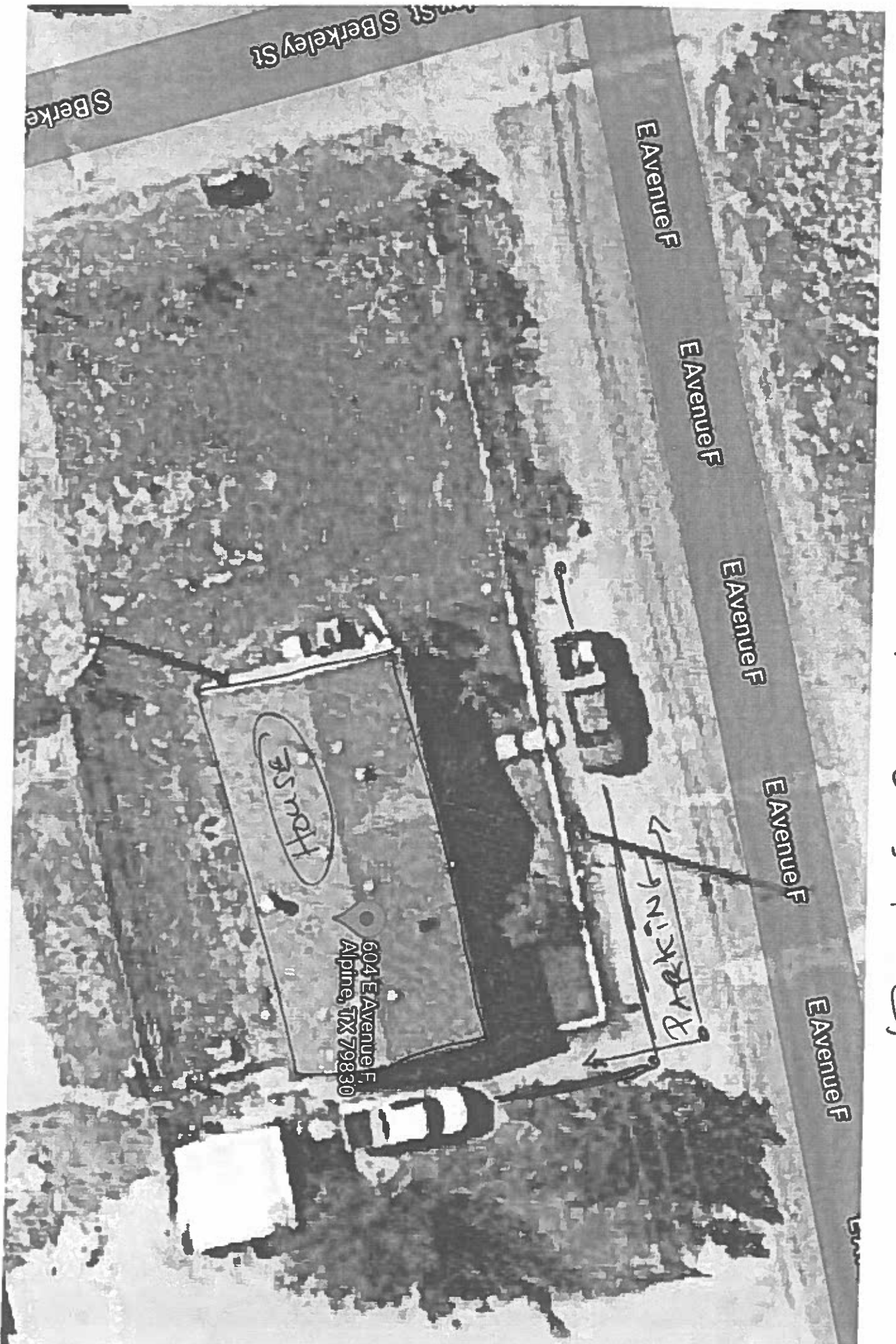
Date: AUGUST 19 2021

TOTAL PREMIUM	\$2,262
----------------------	----------------

Street



Address: 604 Ave f



(WATER PARKING)

IAX RECEIPT

03/10/2022 10:48AM

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

Receipt Number

944988

Date Posted 01/11/2022
Payment Type P
Payment Code Full
Total Paid \$1,358.16

Proof of Ownership

PAID BY:

FAITH CHRISTIAN WORSHIP CENTER
300 S PHELPS
ALPINE, TX 79830

Property ID 28868	Geo 993000010007000110	Legal Acres 0.0000	Owner Name and Address FAITH CHRISTIAN WORSHIP CENTER PO BOX 62 MARATHON, TX 79842								
Legal Description DW MH 28X58 LOCATED: BERKLEY BK 4 LT 1-14 #MP153350A&B#PFS0371330&1											
Situs 604 E AVE F ALPINE, TX		DBA Name									
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Brewster County	2021	0.42153	60,568	9142	N	255.31	0.00	0.00	0.00	0.00	255.31
Big Bend Regional											
Hospital District	2021	0.10012	60,568	9142	N	60.64	0.00	0.00	0.00	0.00	60.64
City of Alpine	2021	0.50834	60,568	9142	N	307.89	0.00	0.00	0.00	0.00	307.89
Alpine ISD	2021	1.21240	60,568	9142	N	734.32	0.00	0.00	0.00	0.00	734.32
											1,358.16
Balance Due As Of 01/11/2022: .00											

Operator Batch
clemencia 10059 (CER 01/11/2022)

Total Paid
1,358.16

Brewster CAD

Property Search Results > 28868 FAITH CHRISTIAN WORSHIP CENTER for Year 2022

Tax Year: 2022 - Values not available

Property

Account

Property ID	28868	Legal Description:	DW MH 28X56 LOCATED BERKLEY BK 4 LT 1-14 #MP153350A&B#PFS0371330&1
Geographic ID	993000010007000110	Zoning:	
Type	Mobile Home	Agent Code:	
Property Use Code			
Property Use Description			

Location

Address	604 E AVE F ALPINE, TX	Mapsco:	
Neighborhood		Map ID:	
Neighborhood CD			

Owner

Name	FAITH CHRISTIAN WORSHIP CENTER	Owner ID:	35002
Mailing Address	PO BOX 62 MARATHON, TX 79842	% Ownership	100.0000000000%
		Exemptions:	

Values

(+) Improvement Homesite Value:	+	N/A	
(+) Improvement Non-Homesite Value:	+	N/A	
(+) Land Homesite Value:	+	N/A	
(+) Land Non-Homesite Value:	+	N/A	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	N/A	N/A
(+) Timber Market Valuation:	+	N/A	N/A

(=) Market Value:	=	N/A	
(-) Ag or Timber Use Value Reduction:	-	N/A	

(=) Appraised Value:	=	N/A	
(-) HS Cap:	-	N/A	

(=) Assessed Value:	=	N/A	

Taxing Jurisdiction

Owner: FAITH CHRISTIAN WORSHIP CENTER
 % Ownership: 100.0000000000%
 Total Value: N/A

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
11	City of Alpine	N/A	N/A	N/A	N/A
2	Brewster County	N/A	N/A	N/A	N/A

21	Alpine ISD	N/A	N/A	N/A	N/A
4	Big Bend Regional Hospital District	N/A	N/A	N/A	N/A
CAD	Central Appraisal District	N/A	N/A	N/A	N/A
Total Tax Rate:		N/A			
Taxes w/Current Exemptions:					N/A
Taxes w/o Exemptions:					N/A

Improvement / Building

Improvement #1: conv code M State Code: M1 Living Area: 1568.0 sqft Value: N/A

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
MH	MOBILE HOME	DW3 - AVG		0	1568.0
CNPY	PORCH	CNF1 - 2		0	80.0
SHED	SHEDS	SHED3 - 2		0	96.0

Land

No land segments exist for this property.

Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2022	N/A	N/A	N/A	N/A	N/A	N/A
2021	\$60,568	\$0	0	60,568	\$0	\$60,568
2020	\$44,963	\$0	0	44,963	\$0	\$44,963
2019	\$44,963	\$0	0	44,963	\$0	\$44,963
2018	\$53,186	\$0	0	53,186	\$0	\$53,186
2017	\$25,502	\$0	0	25,502	\$0	\$25,502
2016	\$25,502	\$0	0	25,502	\$0	\$25,502
2015	\$25,502	\$0	0	25,502	\$0	\$25,502
2014	\$25,502	\$0	0	25,502	\$0	\$25,502
2013	\$25,502	\$0	0	25,502	\$0	\$25,502
2012	\$25,502	\$0	0	25,502	\$0	\$25,502
2011	\$51,132	\$0	0	51,132	\$0	\$51,132
2010	\$51,132	\$0	0	51,132	\$0	\$51,132
2009	\$40,903	\$0	0	40,903	\$0	\$40,903
2008	\$40,903	\$0	0	40,903	\$0	\$40,903

Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
1	10/12/2020	WD/VL	WD/VL	INTERNATIONAL CHRISTIAN	FAITH CHRISTIAN WORSHIP CENTER	0393	0219	111254

Tax Due

Property Tax Information as of 04/21/2022

Amount Due if Paid on: 

Year	Taxing Jurisdiction	Taxable Value	Base Tax	Base Taxes Paid	Base Tax Due	Discount / Penalty & Interest	Attorney Fees	Amount Due
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Welcome to : Little Blue House

If you have ANY questions or concerns,
please text or Adam Brant at 352-610-2560.
If between the hours of 10 pm and 7 am,
please call rather than text.

1. **Check-In is at 4 PM.**
2. **Parking:** Parking is directly in the driveway and in front of the house in. Please DO NOT park in the street, or block the mailbox area.
3. **Wifi:** The network is Little Blue House
Password: BeOurGuest#22
4. **Check-out is at 11 AM.** Please take all your belongings and groceries with you. Place dirty dishes in dishwasher and start. Strip sheets from beds, and place with dirty towels in a pile on the floor. Take all trash to one of the community trash dumpsters.
5. **Television:** Use Roku remote to turn on TV and access streaming apps / inputs. You'll need to login to your account. Please don't forget to log out of your streaming accounts before you leave. 😊
6. **Thermostat:** You may adjust the mode, Heat or AC on the Nest Thermostat on the wall. Please set to 73 auto on your departure.
7. **Fire extinguisher:** There is a fire extinguisher under the kitchen sink.
8. **First-Aid Kit:** There is a first-aid kit underneath the dish sink.

9. **Neighbors/City Regulations:** Please be respectful of our neighbors; two of the best things about this home are the wonderful neighbors and neighborhood. ** NO loud music or yelling outside. ** If a neighbor complains, you will forfeit your advance payment, and if the police are called you will forfeit your advance payment and you will vacate the property immediately upon request with NO REFUND for days/nights not yet stayed. In addition, you will be liable for any ticket written by the police.

11. **NO VAPING OR ILLEGAL DRUG USE IS PERMITTED ANYWHERE ON THE PROPERTY. NO SMOKING CIGARETTES OR CIGARS INDOORS.**

If you must smoke, do it outside and clean up your butts.

12. **Fire/Police Contacts: Call 911 for emergencies.**

Fire Department: Non-Emergency: 432.837.2366

Police Department: Non-Emergency: 432.837.3486

13. **Other Important Information:**

- www.brewstercountytexas.com/hyper-reach/ Sign up at this website for messages regarding situations that affect the safety, property or welfare of the community.



- For information about the condition of roads, go to <https://drivetexas.org>

Lighting Plan:

There are two exterior home-owner grade lights on the mobile home.

One is downward facing, dark sky compliant.

The other exterior light (by the side entrance door) will be updated to Dark Sky compliance by the end of the year.

These are the active lighting for this STR property use.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

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

Property Address 502 E Brown Property Owner J. Robert Stovell Phone 432-294-3644
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 exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

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

To request an inspection please call 432.837.3281 Building Services.

Inspected by: [Signature]

Requires re-inspection _____

Need 1 Fire Ext.

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.

Approved [Signature]

Date: 6/11/22

Approved _____

Date: _____



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

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

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

Method of Payment: check

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

Please complete and submit the following attached documents with your application

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

Please submit the following documents with your application

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

April 25, 2022

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

Re: STR-SUP Application for The Sage Guest House, 502 E Brown, Alpine, TX 79830

Dear Council:

Please consider the short-term rental special use application for the property at 502 E Brown St, Alpine, TX 79830, which I recently purchased from Ms. Emily Alexander.

I am a long-term resident of Alpine, having graduated from Alpine High School in 1959 and after several years away I returned to Alpine in 1996 and have resided at 601 John W Rd, Alpine, TX for the last 23 years.

After my wife of 62 years passed away in September 2021, my family and I have decided that I should make a move and since Alpine is my home, I've chosen to relocate to 502 E Brown St, Alpine, TX 79830 and intend to operate the property in the same manner as Ms. Alexander with two changes. First, I've changed the name from The 19th Hole to The Sage Guest House and secondly, I intend to reside at 502 E Brown St as my homestead and continue to operate the short-term rental just as she has done. This will allow me to be on premises for careful screening of potential guests and the best preventative practice for having a good experience for all affected.

I have attached Ms. Alexander's letter to you dated April 29, 2021, as she has outlined the benefits of having short term rental guests as visitors to Alpine and the neighboring attractions.

I am confident that I can operate this property as she has done and trust that you will approve this permit application.

Sincerely,



J. Robert Stovell

432-940-5544

jrstovell@sbcglobal.net

Emily Alexander
emily.alexander@envision-rx.com

April 29, 2021

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

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

Dear Council,

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

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


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

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

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

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

Sincerely,



Emily Alexander

For Building Services Use Only

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

City of Alpine, Texas

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

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

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

Existing/New Structure: ☒ Existing Structure ☐ New Construction

PART 1. PROPERTY INFORMATION

Street address of property

502 E Brown Alpine Texas

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

Lot 1-3 Block 4 Addition HANCOCK O,

Square footage of property

4119

Number of Bedrooms & Units

7 Bedrooms 4 Units

Size of property lot

19589 sq ft

Present zoning district

RZ

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)

J. Robert Stovel

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

502 E. Brown

City/State/Zip code of property owner

Alpine Tx 79830

Telephone number of property owner

432-940-5544

Email address of property owner

jrstovel1@sbcglobal.net

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

SURRENA RUB

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

407 S. 8th St.

City/State/Zip code of designated operator

Alpine Tx 79836

Telephone number of designated operator

432-294-3643

Email address of designated operator

SURRENA.R@gmail.com

PART 4. SUPPORTING DOCUMENTS

Please complete and submit the following attached documents with application

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

Please submit the following documents with your application

4. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☒ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
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. NA Illumination Plan

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. NA 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. NA Letter: Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

AS 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.

AS 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.

AS 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.

AS 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)

J Robert Stovell
Print Property Owners Name

[Signature]
Property Owners Signature

The State Of Texas

County Of Brewster

Before Me Rhonda Davis Cole

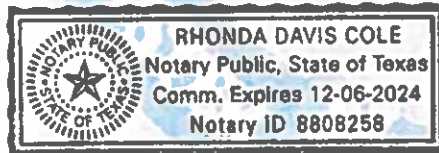
(Notary)

J Robert Stovell 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 25th day of April, A.D. 2022



[Signature]
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	Street Number	Street Name
	502	E BROWN
LEGAL DESCRIPTION		
Addition, Block, Lot		Total Number of Units in Building
HANCOCK D, BLOCK 4, Lot 1-3		2 Building 4 UNITS

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name	Owner Last Name	Primary Telephone Number
J Robert	Stovell	432-940-5544
Mailing Address		Email Address
502 E BROWN ST- ALPINE TX		jrstovell@sbeglobal.net
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: DESIGNATED OPERATOR <i>If Different than owner</i>	
Property Manager Name	Primary Telephone Number
SURRENA RUB	432-294-3643
Mailing Address	Email Address
4075 8th Street Alpine	SURRENA@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.


Applicant's Signature

J Robert Stovell
Printed Name

4-17-2022
Date

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☐ New ☒ Change

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

Short-Term Rental Address: 502 E Brown St

Property Owner Name: J Robert Stovell 432.940-5544
OWNER ON premises

Local Representative:

Name: SURRENA RUB **Telephone:** 432.294-3643

Physical Address: 407 South 48th St **Email:** SURRENA R@gmail.com

Mailing Address:

same

Local Representative Responsibilities:

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

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

Local Representative Signature: Surrena Rub **Date:** 4-26-22

Property Owner's Signature: Robert Stovell **Date:** 4-25-2022

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

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

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

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

502 E. BROWA ST

(Property Address)

John Stoull

(STR Owners Signature)

Date: 4-25-2022

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

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

Property Owner's Signature

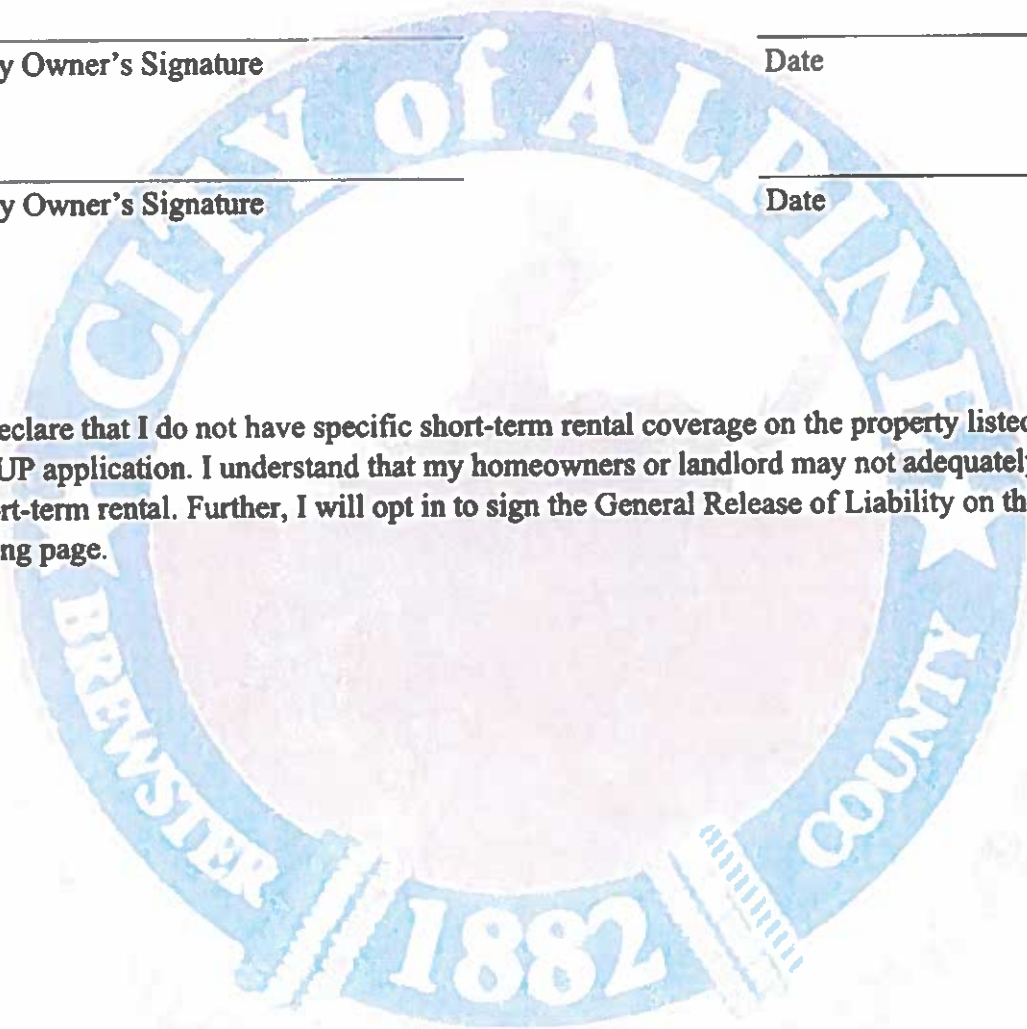
Date

Property Owner's Signature

Date

OR

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



GENERAL RELEASE OF LIABILITY

I, J Robert Stovell, of 502 E Brown 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 25 day of April, 2022.
Day Month Year

Releasor's Signature: J Robert Stovell

Releasor's Printed Name: J Robert Stovell

APRIL 22, 2022

Fire Policy Status

STOVELL, ROBERT
601 JOHN WEST RD
ALPINE TX 79830-2119

Ph. (000)000-0000
LLYD Policy: 58-GM-S911-9 L Yr issd: 2022
Xref: Tenure: APR-15-22

Location: 502 E BROWN ST
ALPINE TX 79830-3238

Term: CONT

Type: HO - HOMEOWNERS
Coverage information
A-DWELLING 644000
DWELL EXT 164700
B-PERS PROP 483000
C-LOSS USE 193200

Premium: 3,688.00
Renew date: APR-15-23
Written date: MAR-31-22
Estimate Num: Z6S5-X6QA-5

L-PERS LIAB 1000000
DMG TO PROP 1000
M-MED/PERS 5000

Amount due: SFPP
Date due: SFPP
Bill to: SFPP

Prev prem: 0

Prev risk: 0 SFPP acct:1412-9430-08
Deductibles Applied: 1% OTH PER 6440 1% WIND 6440

Messages:

- HA /- CFD\$ 282
- HRC\$ 1825/- MLD\$ 1300

Source: E
Year built: 1940 Constr: VENEER
LRF: L Home alert: SA DB FE

Zone: 81
Sub zone: 20
Nights Rented:180
Families:01

Heat/Cool: Replaced 2018
Plumbing: Replaced 2018
Electrical: Replaced 2018
Roof Material: METAL PAINTED
Impact Rstv: 4
Installed: JUN-12 Replaced

Rating claims: 00
Clean slate: 04-15-21

Prior Carrier Losses: N
Move-in: 0 Entry: APR-12-22 FMP seg: 07

Fire Policy Status

APRIL 22, 2022

MORTGAGEE

ROBERT AND GAIL CARPENTER

PO BOX 1458

ALTO NM

88312-1458

Split Premiums (as of last Renewal)

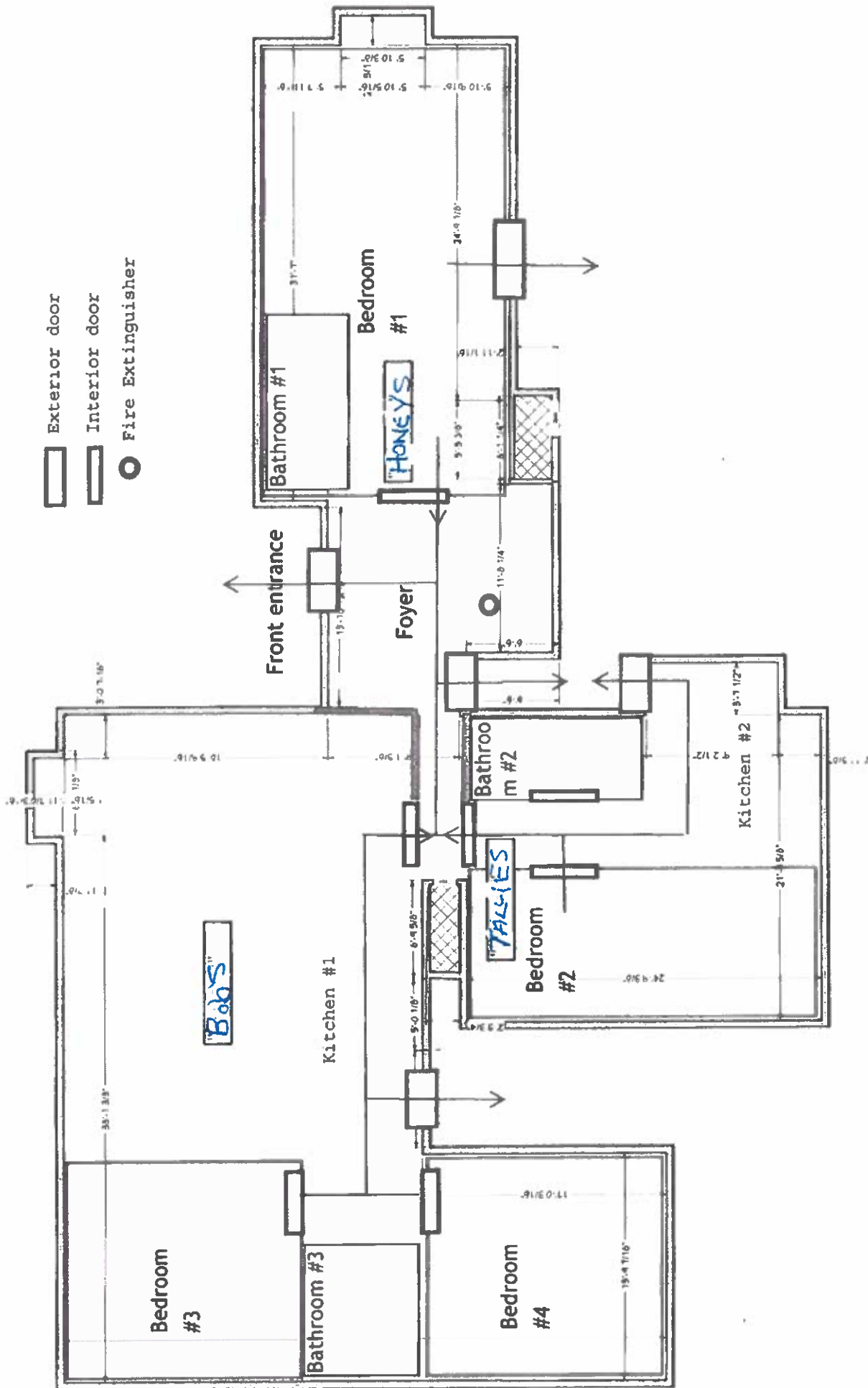
NonHurr Prem: 3,548.00

Hurricane Prem: 140.00

Repl cost: 644000 Insurance to Value
Current cov: 644000 IV Rate Percent: 100

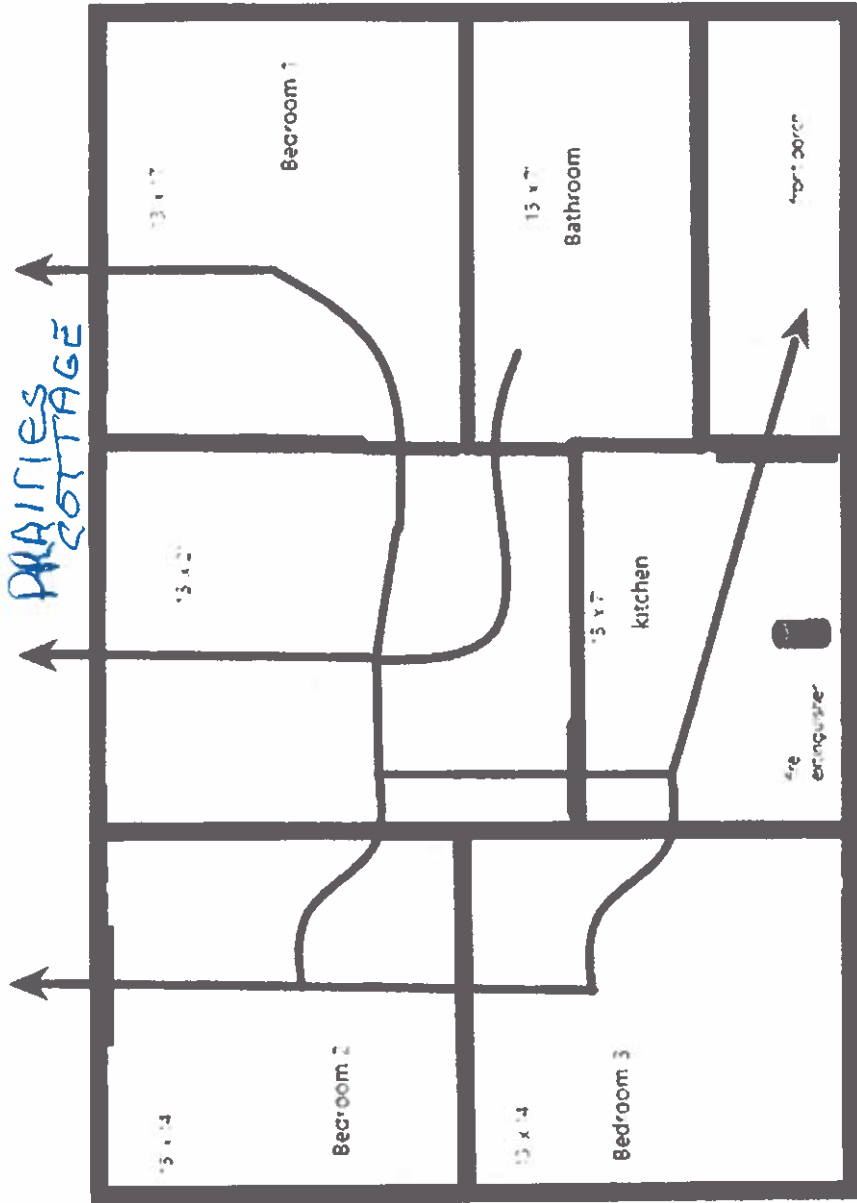
Inspection
None on file

Source of estimate: Vendor Tool
Date of estimate: MAR-31-22
Estimate number: Z6S5-X6QA-5

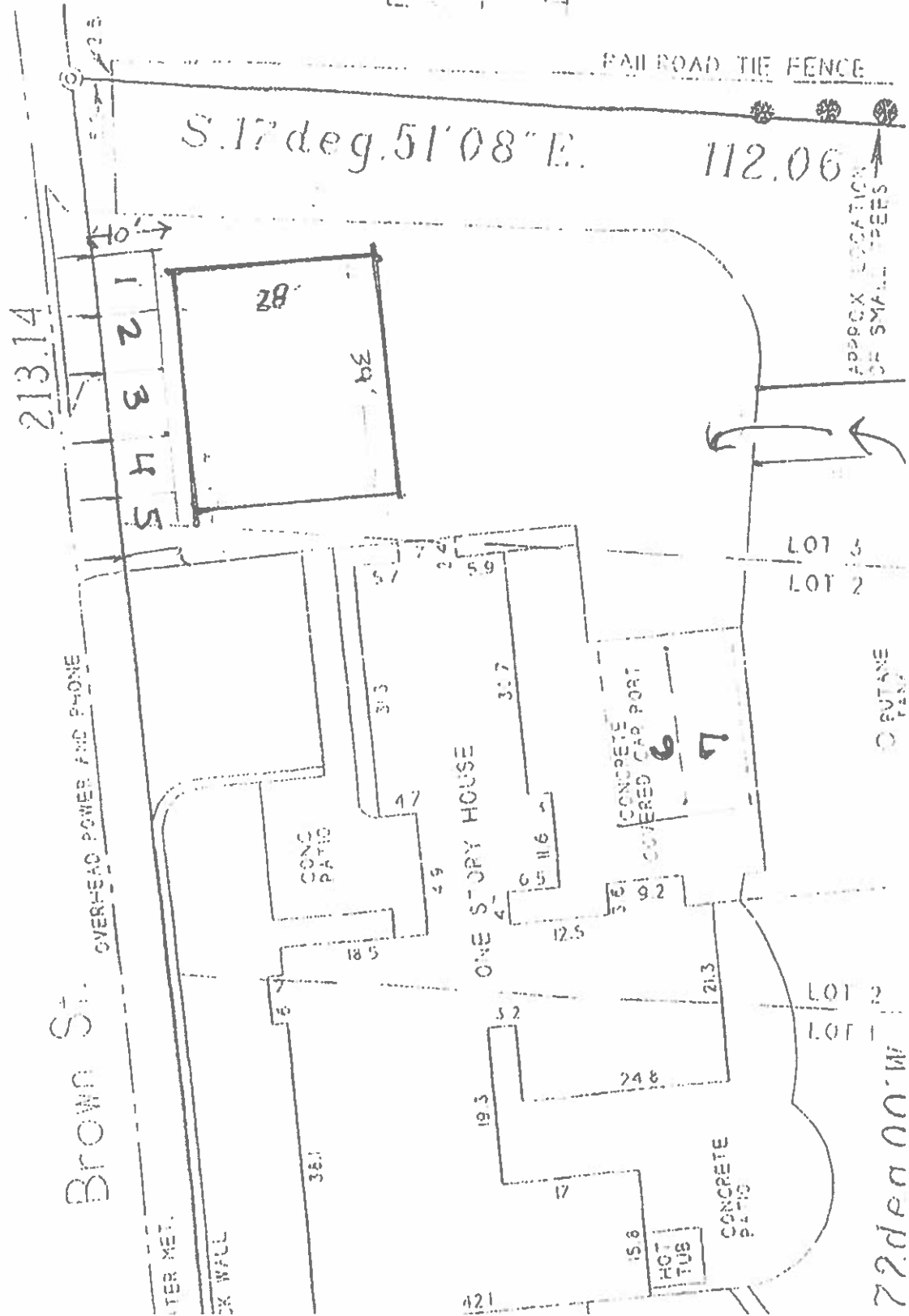


rear porch 5' x 5'

PRAIRIES
COTTAGE



LOT 4



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

WARRANTY DEED WITH VENDOR'S LIEN

(with Vendor's Lien transferred to third party Lender)

Date:

April 14th, 2022

Grantor:

EMILY H. ALEXANDER

Grantor's Mailing Address:

502 E. Brown St
Alpine, TX 79830-3238
Brewster County, Texas

Grantee:

J. ROBERT STOVELL

Grantee's Mailing Address:

601 John W. Rd
Alpine, TX 79830-2119
Brewster County, Texas

Consideration:

Cash and a Note of even date that is in the principal amount of [REDACTED], executed by Grantee, and payable to the order of ROBERT CARPENTER and GAIL CARPENTER ("Lender"). The Note is secured by a vendor's lien and superior title retained in this Deed in favor of Lender, and by a Deed of Trust of even date from Grantee to JOSEPH P. JAMES, Trustee.

Property (including any improvements):

A 0.45 acre tract of land, more or less, being Lots One (1), Two (2), and Three (3), Block Four (4), HANCOCK SUBDIVISION "D" to the City of Alpine, as the same appears in Plat Envelope No. 99, Brewster County Plat Records, and being that same certain tract described in Deed to Emily H. Alexander, recorded in Volume 128, Page 472, Official Public Records of Brewster County, Texas, and more particularly described in Exhibit "A", survey by Mark E Logrbrinck R.P.L.S. #6418, dated April 2, 2022, attached hereto and incorporated herein for all purposes.

Reservations from Conveyance:

None

Exceptions to Conveyance and Warranty:

Subject to fence line protrusions as shown on the survey attached hereto as Exhibit "A".

Subject to validly existing easements and rights-of-way, whether of record or not, and taxes for 2022, which have been prorated and adjusted in cash as of the date hereof, the payment of which Grantee assumes.

Grantor, for the Consideration and subject to the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Exceptions to Conveyance and Warranty.

The vendor's lien against and superior title to the Property are retained until each Note described is fully paid according to its terms, at which time this Deed shall become absolute.

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

ROBERT CARPENTER and GAIL CARPENTER ("Lender"), at Grantee's request, has paid in cash to Grantor that portion of the purchase price of the Property that is evidenced by the Note. The vendor's lien against and superior title to the Property are retained for the benefit of Lender, and Lender's heirs, successors and assigns, and are transferred to Lender without recourse against Grantor.

EXECUTED by Grantor as of the date first above written.



EMILY H. ALEXANDER

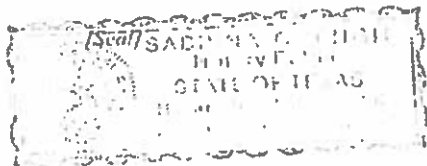
(Acknowledgment)

STATE OF TEXAS §

ss

COUNTY OF BREWSTER

This instrument was acknowledged before me on April 14, 2022, by EMILY H. ALEXANDER



Notary Public, State of Texas

AFTER RECORDING RETURN TO:

ELLYSON ABSTRACT
P.O. BOX 418
ALPINE, TX 79831
GF# 202203165

PREPARED IN THE LAW OFFICE OF:

JOSEPH P. JAMES
ATTORNEY AT LAW
P.O. BOX 2013
FORT DAVIS, TX 79734

Alpine Country Club



CALL V. ALFRED (KILLER)
JOHN ROBERT STOVILL (BURN
C/O) 605 PM CANNES
LITTON ASTRAC
610 N 3RD ST/CI
ALPAC, IN 78650
KILLINGBURN 605 605 605
PUNYER 12 605 605 605

ERATION OF CERTIFIED MATERIAL, IS FOREVER

D. G. Smyth & Co. Inc.

235 N. GENTRY ST.

UVALDE, TEXAS 78801
PHONE 830-591-0858

[illegible]

Being a Boundary Retrenchment and Improvement Survey of 0.45 Acres, more or less, lying in Brewster County, Texas, being Lots One (1), Two (2), and Three (3), Block Four (4), Hancock Subdivision "D" to the City of Alpine, as the same appears in Plat Envelope No. 99 of the Brewster County Plat Records, and also being that same certain tract described in conveyance document to Emily H. Alexander, recorded in Volume 128, Page 472 of the Brewster County Official Public Records, Brewster County, Texas.

PLAT SHOWING:

STATE OF TEXAS;
COUNTY OF UVALDE



LEGITIMATE.
A. C. Smyth & Company, Inc. & Texas Corporation are the parents of which is Mark E. Leggett, a Registered Professional Land Surveyor #6118 Does hereby certify to:
The Principal Parties of This Transaction.

[illegible]

100



PROJECT NO.	23-0171	POB'D BY:
CHANGING NO.	23-0171	
DATE	APRIL 2, 2022	

Information regarding basics for each suite, and printed
Additional information, not included here, is provided
for each specific suite's amenities.
THE SAGE *Woolhouse*
502 E Brown St, Alpine TX 79830

Trash

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

Maintenance issues

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

Parking

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

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

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

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

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

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

About owner **Bob** (432 940 5544.)

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

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

Before you leave

<https://visitalpinetx.com/>

<https://visitbigbend.com/>

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

Lots of things to do in the area!

Smoking policy

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

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

Driving directions

Directions from your host:

502 E. Brown St.

Alpine, TX 79830

1. If you are traveling into Alpine on US-67/US-90, turn north on 5th Street (TX-118.) Travel 0.4 miles and turn right onto E. Brown. *THE SAGE Guesthouse* is located 0.3 miles at 502 E. Brown St. and is on the right.

2. If you are traveling into Alpine on TX-118 S, turn left on E. Brown. *The Sage Guesthouse* is located 0.3 miles at 502 E. Brown St. and is on the right.

3. If you are coming into Alpine on TX-118 N, turn right onto E. Holland Ave. In 0.1 mile, turn left onto N. Harrison St. In 0.5 miles, turn left onto E. Brown Ave. The *Sage Guesthouse* is located 0.3 mile at 502 E. Brown St. and is on the left.

It is suggested that you initially park in the parking area located next to the mail box (in the picture above.) and enter the house from the main door. Please see "Check-in" in the Hosting App to navigate to the front door!

Checkout

1. It would be great (but not necessary) if you'd let us know when you leave- through the Hosting App or via phone!

2. Want that extra hour to leave? That should be fine, but please check with us first.

3. We kindly ask that prior to leaving, you clean any dishes or kitchenware used and

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

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

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

Pets

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

Check-in

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

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

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

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

3. The keypad is located on the main door

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

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

Emergency

Big Bend Regional Medical Center: 432-837-3447

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

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

Non-emergent contact:

Alpine Police: 432 837 3486

Alpine Vol Fire Dept: 432-837-2366

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

Emergency exit route instructions:

5 exits available-

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

Noise policy

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

Access rental

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

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

Hyper-Reach



the power of instant communication

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

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



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

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

When will Hyper-Reach be used?

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

Will I get a lot of messages?

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

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

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

Does Hyper-Reach cost me anything?

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

Can I register more than one address?

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

Is my personal information protected?

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

How will I recognize a Hyper-Reach message?

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

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

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

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

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

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 409 N ORANGE Property Owner timothy Garrett Phone 972-955-4266

Local Representative _____ Phone _____

Parking Diagram approved yes / No

Number of occupants approved yes / No

General Requirements:

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

Sanitation:

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

Safety:

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

Mechanical:

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

Structural:

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

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

To request an inspection please call 432.837.3281 Building Services.

Inspected by: [Signature]

Requires re-inspection _____

Approved [Signature]

Date: 6/11/22

Approved _____

Date: _____



To Whom It May Concern,

I am requesting authorization to operate a short term rental through Air BNB at 409 N. Orange Street, Alpine, Texas, 79830. My business partner and I are specifically planning to operate this short-term rental with an emphasis on families with small children looking to enjoy the outdoors and recreational activities in the area. As you are no doubt aware, Alpine is a fantastic town within an hour of several destinations worthy of exploration.

Our home on 409 N. Orange Street is a new construction and, having had the opportunity to speak with the neighbors and previous owner, was intended to be a short-term rental from the initial construction. We have spoken with the neighbors on all sides of the property and have received nothing but support from our neighbors. With the close proximity of several other pre-existing short-term rental units, long-term rental units, and condominiums, I am confident that this property operating as a short-term rental will do nothing to damage property values or harm any other property owner's use or enjoyment.

I am continually impressed by the kindness and friendliness of the citizens of Alpine. I am opening this short-term rental to promote tourism in the area, which will provide additional income for the city through taxes and general tourism. Prior to the construction of this home, this lot was simply a dirt lot providing no benefit to the City of Alpine. As a short-term rental, I believe 409 N. Orange Street will promote tourism and provide income to this great city that I have grown to love. By specifically marketing to families and designing the interior of the home with this in mind, we intend to create a comfortable space for our tenants while remaining respectful of our neighbors, whom we've also grown to love in the short time we've known them.

In summary, I am requesting authorization to operate a short-term rental, through Air BNB, at 409 N. Orange Street. I believe this property will bring tourism to the town of Alpine and provide an opportunity to highlight the unique aspects of Alpine, Texas. Having discussed with our neighbors, I am confident that the neighborhood as a whole is in support of this short-term rental and will benefit from the work we've done both inside and outside of the home, raising property values around this home.

If you have any additional questions regarding this request, please let me know and we will be happy to provide whatever you need from us. I am excited for this opportunity to work with the City of Alpine to allow visitors to stay in a safe and comfortable home, surrounded by the beauty of the mountains and wildlife of Brewster County.

Sincerely,

A handwritten signature in blue ink, appearing to be "Zach" followed by a stylized signature, likely representing Timothy Garrett.

Zachary C. Watson and Timothy Garrett
GarrettandWatson@gmail.com
972-955-4266 – Tim's Cell
469-386-8974 – Zach's Cell

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

409 N. Orange St. Alpine TX 79830

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

Lot 10 Block 219

Square footage of property

1,223 Feet

Number of Bedrooms & Units

3 Bedrooms

Size of property lot

8,400 Square Feet

Present zoning district

R-1

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)

Sarah Watson

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

775 Butler Drive

City/State/Zip code of property owner

Prisco, Texas 75433

Telephone number of property owner

972-834-4684

Email address of property owner

Garrett.Watson@gmail.com

PART 3. DESIGNATED OPERATOR INFORMATION

Name of designate operator

Tracy Cash

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

607 N. Phelps Street

City/State/Zip code of designated operator

Alpine, Texas 79830

Telephone number of designated operator

432-244-8889

Email address of designated operator

Garrett.Watson@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, egress route(s) and location of fire extinguishers.
6. ☒ **Parking Requirements:** 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
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 COMMERCIAL PROPERTIES ONLY

10. ☒ **Information Plan**

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☒ **Site Application Form:** Application of site plan approval (Section 10.03 attached Form B") The site plan must be submitted and meet the requirements of Section 20.03 (A)(E) STR Plan Requirements.
12. ☒ **Letter:** Submit a letter describing the conditions or conditions imposed upon the particular construction 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 agenda, your application may be scheduled for a public hearing.
- ☒ 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 monthly occupancy tax quarterly to the City of Alpine. Failure to pay the occupancy tax is grounds for revocation of a STR-SUP.

I have read and understand all of the requirements as set forth in the application for a Short-Term Rental Supplemental 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)

Sarah Watson Sarah Watson
 Print Property Owners Name Property Owners Signature

The State of Texas
 County of Brewster
 Before Me, Kimberly Shelton, Notary Public, State of Texas, on this day personally appeared Sarah Watson (Applicant) to execute 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 26th day of April, A.D. 2022

Kimberly Shelton Kimberly Shelton
 Print Property Owners Name Property Owners Signature

The State of Texas
 County of Brewster
 Before Me, Kimberly Shelton, Notary Public, State of Texas, on this day personally appeared Kimberly Shelton (Applicant) to execute 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 26th day of April, A.D. 2022

Kimberly Shelton
 Notary Public State of Texas
 Notary ID #13188227-5
 Commission Exp. FEB 04, 2023

Kimberly Shelton
 Notary in And for State of Texas

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☒ New ☐ Change

SECTION 1: PROPERTY INFORMATION		
Property Name <i>Orange Street BNB</i>	Street Number <i>404</i>	Street Name <i>N. Orange Street</i>
LEGAL DESCRIPTION		
Addition, Block, Lot <i>Lot 10, Block 014</i>	Total Number of Units in Building <i>One</i>	
SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name <i>Sarah</i>	Owner Last Name <i>Watson</i>	Primary Telephone Number <i>972-834-4824</i>
Mailing Address <i>1775 Bentley Drive, Frisco TX 75033</i>		Email Address <i>Garrett and Watson@gmail.com</i>
B. Corporate Ownership		
Ownership Basis: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Joint <input type="checkbox"/> Other (Please Explain)		
Business Name		
Contact First Name	Contact Last Name	Primary Telephone Number
Mailing Address		Email Address
SECTION 3: DESIGNATED OPERATOR <i>If Different than owner</i>		
Property Manager Name <i>Tracy Cash</i>		Primary Telephone Number <i>432-244-8889</i>
Mailing Address <i>607 N. Phelps St., Alpine TX 79830</i>		Email Address <i>Garrett and Watson@gmail.com</i>

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

Zachary C. Watson
Printed Name

4/25/22
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: 409 N ORANGE ST, ALPINE, TX 79830

Property Owner Name: TIMOTHY GARRETT

Local Representative:

Name: TRACY CASH **Telephone:** 432-244-8889

Physical Address: 607 N. Phelps St **Email:** tracycash@yahoo.com

Mailing Address: 607 N. Phelps St 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: Tracy Cash **Date:** 4-25-2022

Property Owner's Signature: [Signature] **Date:** 4-25-2022

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

HOMESITE

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

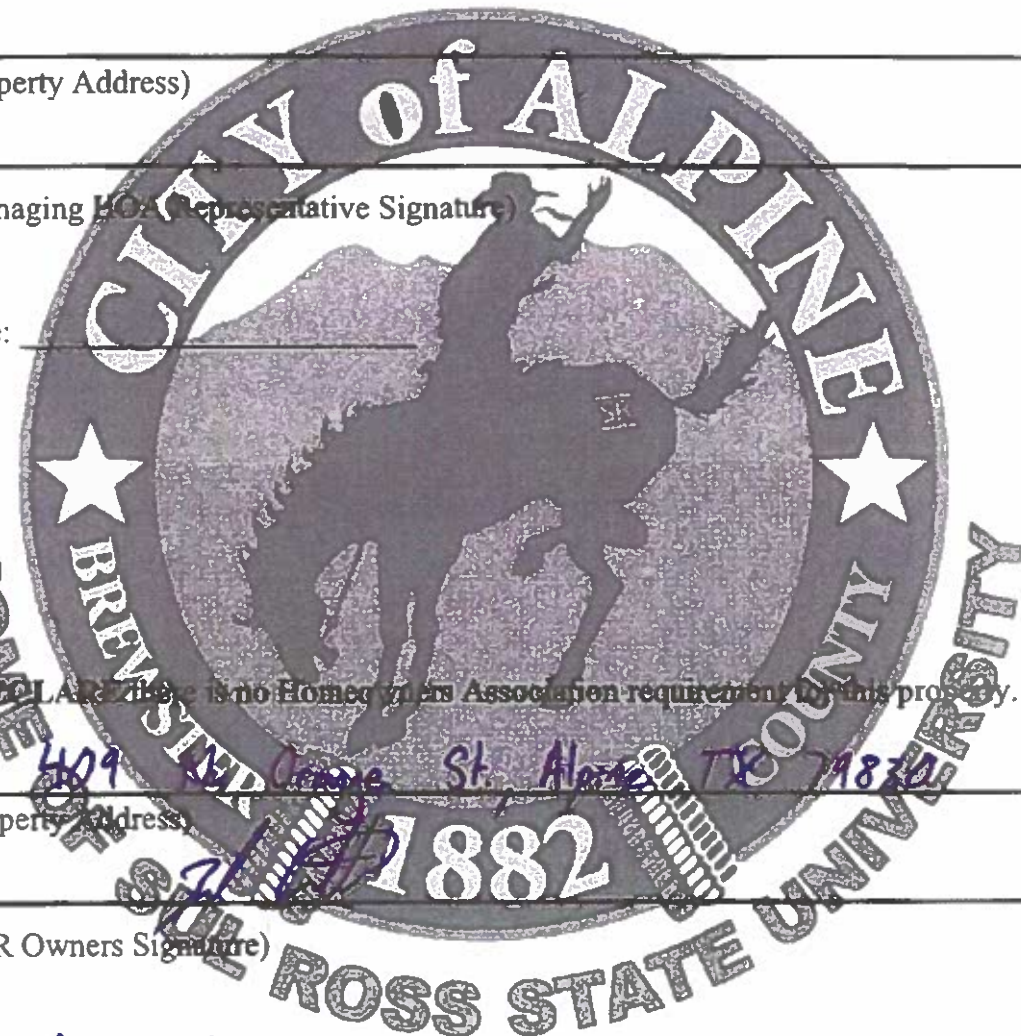
409 E. Orange St, Alpine, TX 79821

(Property Address)

[Signature]

(STR Owners Signature)

Date: April 25, 2022



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

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

Property Owner's Signature

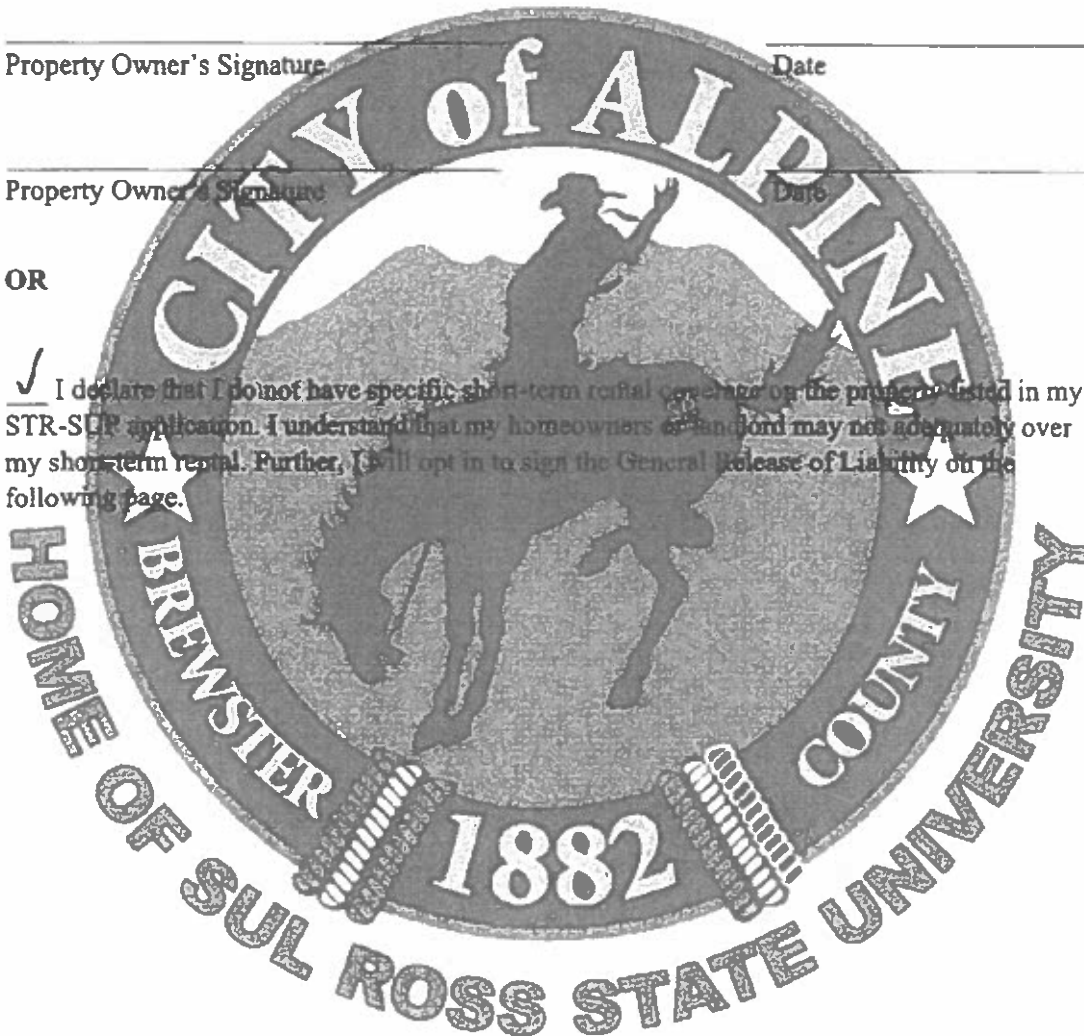
Date

Property Owner's Signature

Date

OR

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



GENERAL RELEASE OF LIABILITY

I, Zachary C. Watson, of 409 N. Orange St.,
Short Term Rental Operator Street Address
Alpine, Texas, 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 its agents, employees, successors, and assigns, personal representatives, and its successors and assigns, and any and all persons, firms or corporations, liable or who might be claimed as liable, whether or not herein named, none of whom admit any liability to the undersigned, but also release, discharging liability, from any and all claims, demands, damages, Actions, causes of action or suits of any kind or nature whatsoever, which 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 of any and all relating to the undersigned's decision, as a Short Term Rental Operator in Alpine, the act of purchasing liability insurance for the Operator's Short Term Rentals.

It is understood and agreed that this Agreement is made and executed 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 5th day of April, 2020

Releasor's Signature: [Signature]

Releasor's Printed Name: Zachary C. Watson

Short Term Rental Registration

Print

Submitted by: 409 N Orange St

Status: Open

Priority: Normal

Assigned To: Records Clerk

Due Date: Open

Office Use Only
Received Date: 4/8/22
By: Tackel, A.



SHORT TERM RENTAL REGISTRATION

• New Registration or Change of Information?

☒ New Registration

☐ Change of Information

SECTION I: PROPERTY INFORMATION

• PROPERTY NAME

409 N Orange St

• STREET ADDRESS

409 N Orange St

Address, City, State, Zip

• CITY, STATE, ZIP

Alpine, TX, 79830

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
Timothy	Garrett	9729554266

MAILING ADDRESS	CITY, STATE, ZIP	EMAIL
4315 Somerville Ave	Dallas, TX, 75206	timothy.a.garrett@gmail.com

Address City, State, Zip

B. CORPORATE OWNERSHIP

OWNERSHIP FORM	Other (Please Explain)
<input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/> LLC <input type="radio"/> Other (Please Explain)	<p>If you selected "other" under Ownership Form, please explain here.</p>

BUSINESS NAME

CONTACT FIRST NAME	CONTACT LAST NAME	PHONE
		Ex. (123) 456-7890

This is generally the business owner or manager

MAILING ADDRESS	CITY, STATE, ZIP	EMAIL

Address City, State, Zip

SECTION III: DESIGNATED OPERATOR

Fill out this section if you have a Designated Operator who is different than the Owner

OPERATOR FIRST NAME	OPERATOR LAST NAME	PHONE
Zachary	Watson	4693868974

MAILING ADDRESS	CITY, STATE, ZIP	EMAIL
1775 Bentley Dr	Frisco, TX, 75033	zwatson.zw@icloud.com

Address City, State, Zip

TERMS OF ACCEPTANCE & SIGNATURE

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

• **ELECTRONIC SIGNATURE**

Timothy Garrett

Please type your first and last name

• **Date**

04/08/2022

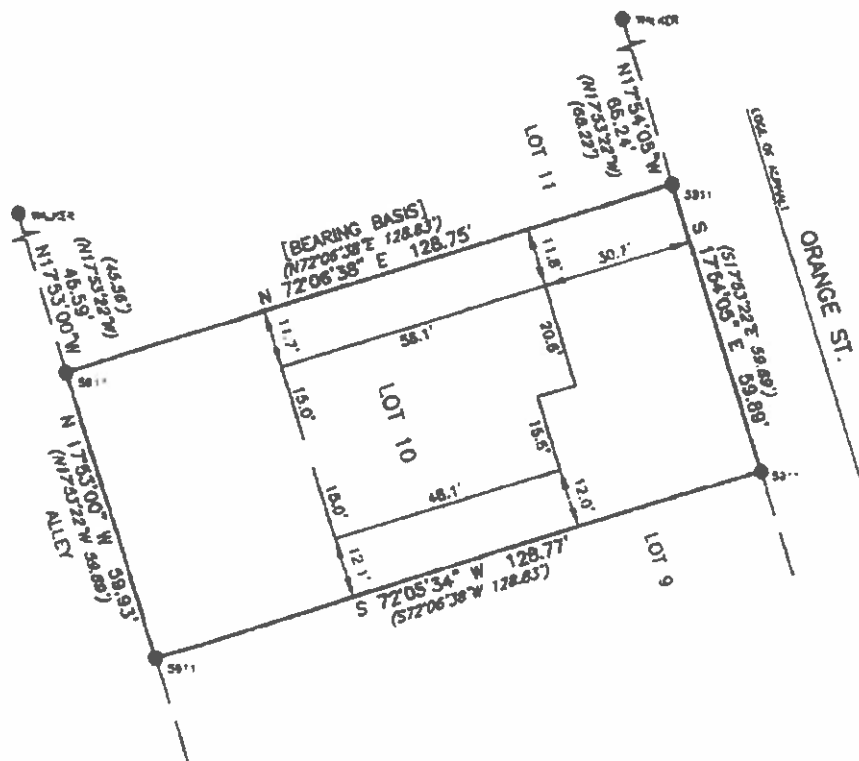
Format: MM/DD/YYYY

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

FORM SURVEY

21-0020-10

LOT 10, BLOCK 014, REPLAT OF BLOCKS 014, 015, AND 016
 METTA HARMS ORIENT ADDITION TO THE CITY OF ALPINE
 AS SHOWN ON PLAT RECORDED IN ENVELOPE 258-A, PLAT RECORDS OF BREWSTER COUNTY, TEXAS
 ALPINE, TEXAS



AN INDEPENDENT EXHAUSTIVE SEARCH OF THE
 PUBLIC RECORD HAS NOT BEEN CONDUCTED.
 EASEMENTS/RESTRICTIONS NOT SHOWN HEREON
 MAY AFFECT THIS TRACT.

LEGEND

- IRON ROD FOUND (CAPPED AS NOTED)
 - () RECORD INFORMATION
- BEARING BASIS: AS SHOWN



ACCORDING TO FEMA FIRM MAP PANEL 4800850002B,
 DATED 11/16/1990, A PORTION OF THIS TRACT
 APPEARS TO LIE IN ZONE AE (BASE FLOOD ELEVATIONS
 HAVE BEEN DETERMINED).

I HEREBY CERTIFY THAT THIS PLAT IS BASED ON AN
 ACTUAL ON THE GROUND SURVEY AND THAT THE LINES
 AND CORNERS ARE TRUE AND CORRECT TO THE BEST
 OF MY KNOWLEDGE AND BELIEF.

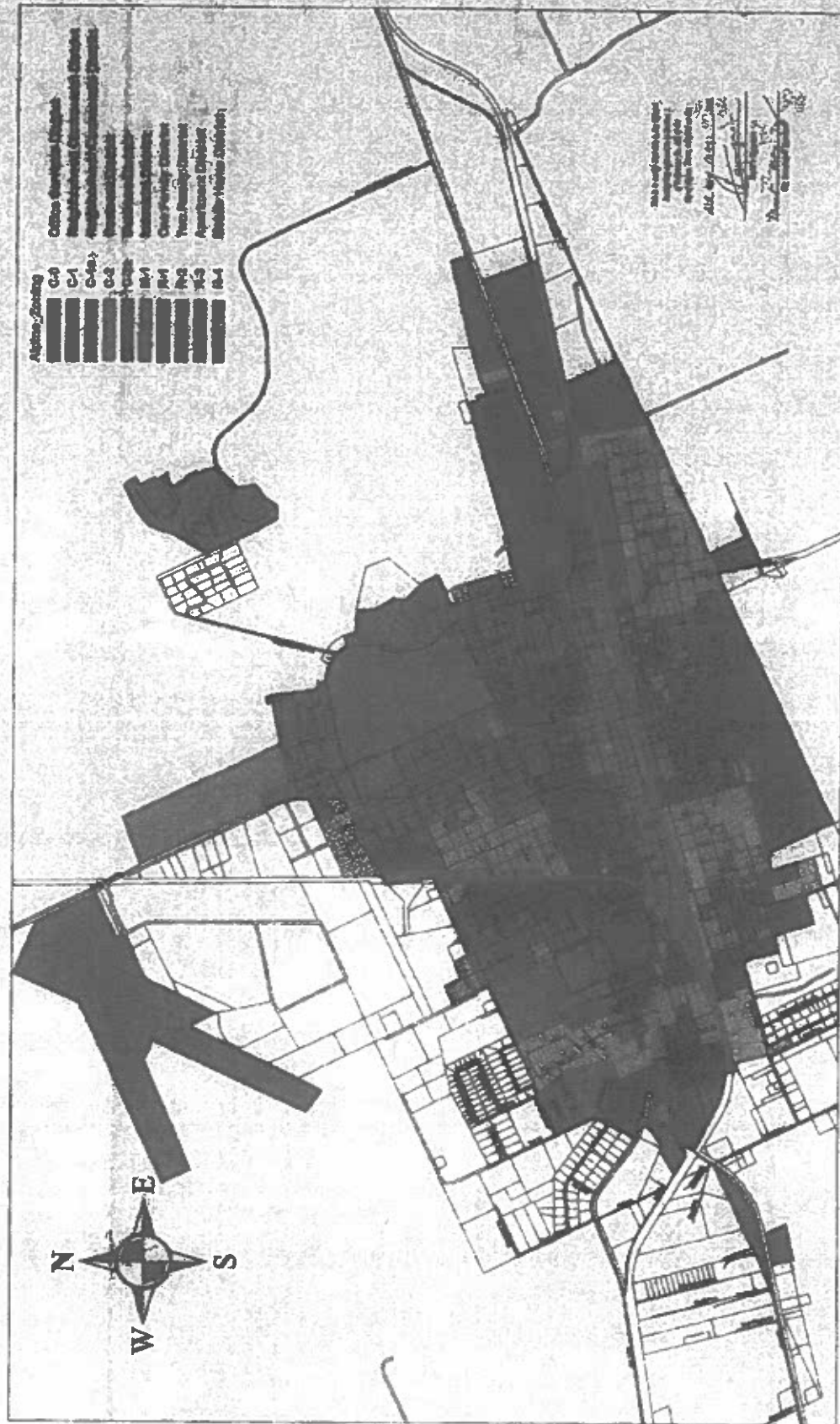
Kevin Mueller

1-26-2021

KEVIN MUELLER
 105 N. COCKRELL ST.
 (512) 482-5302
 KEVIN.MUELLER@SANTOOTHSSURVEY.COM

SAN TOOTH SURVEY
 P.O. BOX 1751
 ALPINE, TX 79831

Official Zoning Map of the City of Alpine, Texas - Ordinance No. 443



Borderland Appraisals LLC
SKETCH ADDENDUM

File No. 02222022
 Case No.

Broker Timothy Garrett

Property Address 409 N Orange St

City Alpine

County

Brewster

State

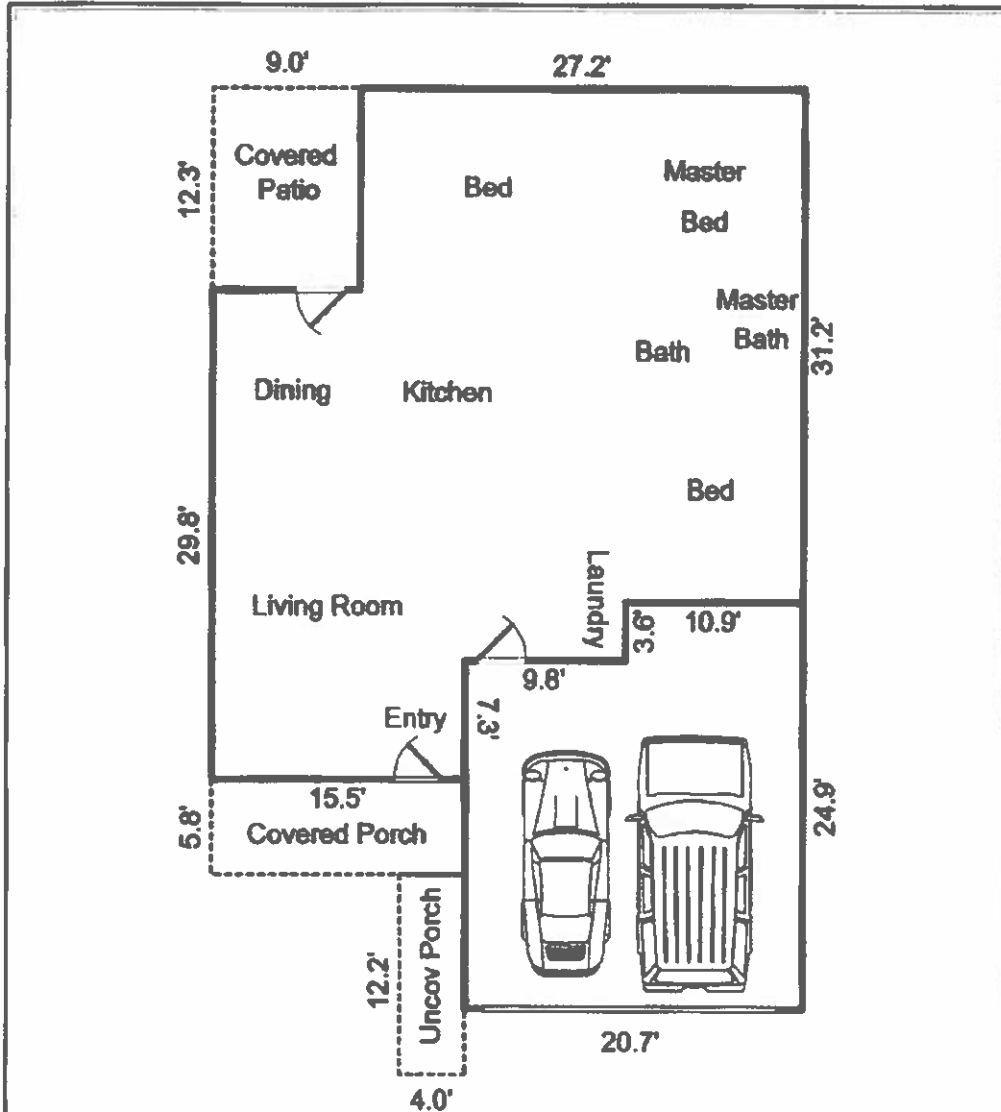
TX

Zip Code

79830-2279




Lender/Client Cherry Creek Mortgage

Address 7800 E Orchard Rd Ste 250N, Greenwood Village, CO 80111



Sketch by Apex Sketch

GLA1	First Floor	1.0	1223.0	156.4	1223.0	First Floor	34.8 x	16.3 =	567.2
GAR	Garage	1.0	480.2	91.2	480.2		31.2 x	10.9 =	340.1
P/P	Covered Porch	1.0	89.9	42.6			7.3 x	8.5 =	47.4
	Uncovered Porch	1.0	44.8	32.4			29.8 x	9.0 =	268.2
	Covered Patio	1.0	110.7	42.6	249.4				

BREWSTER COUNTY Sarah Vasquez Brewster County Clerk P.O. Drawer 119 Alpine, TX, 79831 Phone: 432-837-3366	DOCUMENT #: 114919 RECORDED DATE: 03/28/2022 02:34:04 PM 
OFFICIAL RECORDING COVER PAGE	
Document Type: DEED Transaction Reference: Document Reference:	Transaction #: 75239 - 3 Doc(s) Document Page Count: 4 Operator Id: kmunoz
RETURN TO: ()	SUBMITTED BY: BIG BEND TITLE , TX
<p>DOCUMENT # : 114919 RECORDED DATE: 03/28/2022 02:34:04 PM</p> <p>I hereby certify that this document was filed on the date and time stamped hereon by me and was duly recorded in the Official Public Records of Brewster County.</p> <div style="display: flex; align-items: center;">  <div>  Sarah Vasquez Brewster County Clerk </div> </div>	

PLEASE DO NOT DETACH
THIS PAGE IS NOW PART OF THIS LEGAL DOCUMENT

NOTE: If document data differs from cover sheet, document data always controls.
 *COVER PAGE DOES NOT INCLUDE ALL DATA, PLEASE SEE INDEX AND DOCUMENT AFTER RECORDING FOR ADDITIONAL INFORMATION.

GENERAL WARRANTY DEED
(With Third Party Vendor's Lien)

4

5

LOT TEN (10), BLOCK FOURTEEN (14), METTA HARMS ORIENT ADDITION, AN ADDITION TO THE CITY OF ALPINE, BREWSTER COUNTY, TEXAS, BEING A REPLAT OF BLOCKS FOURTEEN (14), FIFTEEN (15) AND SIXTEEN (16), AS SHOWN IN PLAT OF SAID ADDITION ON FILE IN ENVELOPE #158-A, MAP/PLAT RECORDS OF BREWSTER COUNTY, TEXAS. SAID LOT TEN (10) MORE PARTICULARLY DESCRIBED IN A PLAT OF THE SURVEY ATTACHED HERETO AS EXHIBIT A DATED JANUARY 26, 2021, PREPARED BY KEVIN MUELLER, R.P.L.S. NO. 5911, WHICH EXHIBIT IS MADE A PART OF THE DOCUMENT BY REFERENCE AND INCORPORATED HEREIN FOR ALL PURPOSES.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, unto Grantee and Grantee's heirs or assigns FOREVER. Grantor does hereby bind Grantor and Grantor's heirs, executors, and administrators TO WARRANT AND FOREVER DEFEND all and singular the said Property unto Grantee and Grantee's heirs and assigns against every person whomsoever lawfully claiming or to claim the same, or any part thereof.

WHEREAS, Mortgagee, at the special instance and request of Grantee, having paid to Grantor a portion of the purchase price of the Property, as evidenced by the above described Promissory Note, Grantor hereby assigns, transfers, conveys and delivers, without recourse, to Mortgagee said Vendor's Lien and Superior Title against said Property to secure the payment of said Promissory Note, and subrogates Mortgagee to all rights and remedies of Grantor in the Property by virtue thereof

To the extent applicable to and enforceable against the Property, this Deed is executed, delivered and accepted subject to the following: any liens described herein; ad valorem taxes for the current and all subsequent years, and subsequent assessments for prior years due to changes in land usage or ownership; zoning ordinances, utility district assessments, and standby fees, if any, all valid utility easements created by the dedication deed or plat of the platted subdivision in which the Property is located, covenants and restrictions common to the platted subdivision in which the Property is located, mineral reservations, and maintenance or assessment liens (if any), all as shown by the real property records of the County Clerk of the County in which said Property is located, and any title or rights asserted by anyone (including, but not limited to, persons, corporations, governments or other entities) to tidelands, or lands comprising the shores or beds of navigable or perennial rivers and streams, lakes, bays, gulfs or oceans, or to any land extending from the line of the harbor or bulkhead lines as established or changed by any government or to filled-in lands, or artificial islands, or to riparian rights or other statutory water rights, or the rights or interests of the State of Texas or the public generally in the area extending from the line of mean low tide to the line of vegetation or the right of access thereto, or right of easement along and across the same, if any

The contract between Grantor, as the seller, and Grantee, as the buyer, may contain limitations as to warranties. To the extent said contract provides for such limitations to survive this conveyance, they shall be deemed incorporated herein by reference. However, the warranty of title contained in this Deed is hereby expressly excluded from any limitations as to warranties contained in the contract referenced in this paragraph.

When this Deed is executed by more than one person, or when Grantee is more than one person, the instrument shall read as though pertinent verbs, nouns and pronouns were changed correspondingly, and when executed by or to a legal entity other than a natural person, the words "heirs, executors and administrators" or "heirs and assigns" shall be construed to mean "successors and assigns". Reference to any gender shall include either gender and in the case of a legal entity other than a natural person, shall include the neuter gender, all as the case may be. The term "Mortgagee" shall include the Mortgagee's heirs, successors and assigns, as applicable.

DATED the 24TH day of MARCH, 2022.

✓ 
CARLOS RAMIREZ

✓ 
NOEMI RAMIREZ

After Recording Return To Grantee
At GRANTEE'S MAILING ADDRESS:

TIMOTHY A GARRETT
4315 SOMERVILLE AVE
DALLAS, TX 75206

ACKNOWLEDGMENTS

The State of TEXAS 4

County of Midland s

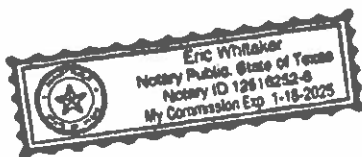
This instrument was acknowledged before me on the 24 day of March 2022, by CARLOS RAMIREZ and NOEMI RAMIREZ.

X [Signature]
Notary Public

My commission expires:

1-18-2025

Eric J. Whitaker
Notary's Name (printed)



409 N. Orange St., Alpine, Texas 79830

Information Sheet

Local Representative:

- Tracy Cash
- 432-244-8889
- TracyCash69@yahoo.com

Neighborhood Information:

- Light restrictions in-place; no bright lights or lights facing to the sky
- Noise restrictions – please be courteous and respectful of your neighbors. No loud music or loud noises after 10:00 p.m.

Emergency Contact:

- In case of emergencies, please call 911
- In case of emergencies concerning the property, please call Tracy Cash at 432 244-8889

Non-Emergency Contact:

- (432) 837-3486 – Alpine City Police
- (432) 837-2366 – Alpine Fire Department

Weather Information:

- Weather.com or non-emergency numbers listed above

Parking:

- Please use driveway and garage for parking. Garage can accommodate two vehicles and driveway can accommodate up to four vehicles for a total of 6 vehicles on the property. Street parking is not permitted.

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 400 E. 5th St Property Owner S. Holland Family Trust Phone _____
 Local Representative April Mcanally 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 IRC 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.

Inspected by: [Signature]

Requires re-inspection _____

Mechanical:

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

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to 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.

Approved _____

Date: 6/11/22

Approved _____

Date: _____

Fire Exit Plan
Remove Rocks from sidewalk



APPROVED

For Building Services Use Only

Date Submitted: _____ Receipt No: _____

BLD Inspection: _____ Fire Inspection: _____

Approved: _____ Not Approved: _____

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

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

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

Street address of property

403 E Sul Ross St. 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 8-10 & Parts of 1-3 Block 21 Addition

Square footage of property Number of Bedrooms & Units Size of property lot

1992 sq. ft Unit 1 - 1 bedroom; Unit 2 - 2 bedroom 0.2317 acres

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)

S HOLLAND PROPERTY LLC

dba: S Holland Family Int. Ltd.

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

302 Enclave Circle

City/State/Zip code of property owner

Horseshoe Bay, Tx 78657

Telephone number of property owner

903-452-2999

Email address of property owner

Sanny Sueh @ Yahoo.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Bienvenido Big Bend - April McAnally

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

117 N 6th Street

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
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

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.

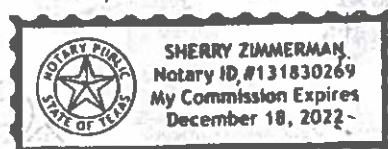
PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

S. Holland Family Int. Ltd.
Sanny Sue Holland Hoffman Sanny Sue Holland Hoffman
 Print Property Owners Name Property Owners Signature

The State Of Texas
 County Of Llano
 Before Me Sherry Zimmerman on this day personally appeared Sanny Holland Hoffman
 (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 May, A.D. 2022



Sherry Zimmerman
 Notary in And for State of Texas

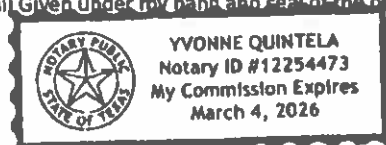
Print Property Owners Name

Property Owners Signature

The State Of Texas
 County Of Brewster
 Before Me Yvonne Quintela on this day personally appeared Stacy L. Holland
 (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 May 13th day of May, A.D. 2022



Yvonne Quintela
 Notary in And for State of Texas

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)

Print Property Owners Name

Property Owners Signature

The State Of _____

County Of _____

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

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

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

Notary in And for State of Texas

Layneigha Holland

Layneigha Holland

Print Property Owners Name

Property Owners Signature

The State Of TEXAS

County Of HUDS

Before Me TRACY PARKS BURNETT on this day personally appeared LAYNEIGHA HOLLAND
(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 10 day of MAY, A.D. 2022



Tracy Parks Burnett
Notary in And for State of Texas

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: 403 E Sul Ross St. Alpine, Texas 79830

Property Owner Name: S HOLLAND PROPERTY LLC

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:** _____

Property Owner's Signature: Sammy Sue Holland **Date:** 5-4-22

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.

Sunny Sue Holland Hoffman
Property Owner's Signature

5-4-22
Date

[Signature]
Property Owner's Signature

05-13-22
Date

OR

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



**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☒ New ☐ Change

SECTION 1: PROPERTY INFORMATION		
Property Name <i>Holland House</i>	Street Number <i>403</i>	Street Name <i>E. Sud Ross Ave</i>
LEGAL DESCRIPTION		Total Number of Units in Building
Addition, Block, Lot <i>E-10 + PARIS 1-3 Block 21</i>		<i>2</i>

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name	Owner Last Name	Primary Telephone Number
Mailing Address		Email Address
B. Corporate Ownership		
Ownership Form: <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Kiosk <input type="checkbox"/> Other (Please Explain)		
Business Name <i>S. Holland Family Interests, Ltd</i>		
Contact First Name <i>Stacy</i>	Contact Last Name <i>Holland</i>	Primary Telephone Number <i>210-488-5210</i>
Mailing Address <i>302 Enclave Circle Horseshoe Bay Tx 78657</i>		Email Address <i>dpsav8tr@yahoo.com</i>

SECTION 3: DESIGNATED OPERATOR <i>If Different than owner</i>	
Property Manager Name <i>Bienvenido Big Bend - April McAnally</i>	Primary Telephone Number <i>432-386-8296</i>
Mailing Address <i>PO BOX 1235, Alpine, Texas 79831</i>	Email Address <i>bienvenidobigbend@gmail.com</i>

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.

Sanny Sue Holland Hoffman *Sanny Sue Holland Hoffman* *5-4-22*
Applicant's Signature Printed Name Date

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.

N/A
(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

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

403 East Sul Ross
(Property Address)

Alpine, Texas 79830
(STR Owners Signature)

Sunny Sue Holland Hoffman

Date: 5-4-22

GENERAL RELEASE OF LIABILITY

I, _____, of _____,
Short Term Rental Operator Street Address
_____, _____, _____ (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 4th day of May, 20 22.
Day Month Year

Releasor's Signature: Sanny Sue Holland Hoffman


Releasor's Printed Name: Sanny Sue Holland Hoffman



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
05/13/2022

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

AGENCY  Brent Rice - Agent 1100B N Kilgore St Kilgore, TX 75662		PHONE (A/C. No. Ext): 903-984-2917		COMPANY State Farm Lloyds		NAIC # 43419	
FAX (A/C. No.): 903-983-2895		E-MAIL ADDRESS: brent.rice.j13m@statefarm.com					
CODE:		SUB CODE:					
AGENCY CUSTOMER ID #:				LOAN NUMBER		POLICY NUMBER 72-CZ-V476-5	
INSURED Sanny Sue Hoffman & S Holland LLC 302 Enclave Cir Horseshoe Bay, TX 78657				EFFECTIVE DATE 04/13/2022		EXPIRATION DATE 04/13/2023	
						<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:							

PROPERTY INFORMATION

LOCATION/DESCRIPTION
403 E Sul Ross Ave
Alpine, TX 79830

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 EVIDENCE OF PROPERTY INSURANCE 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.

COVERAGE INFORMATION	PERILS INSURED	BASIC	BROAD	SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
COVERAGE / PERILS / FORMS						
DWELLING					\$348,000	
DWELL EXTENSION					\$34,800	
PERS PROP					\$261,000	
LOSS USE					\$104,400	
PERSONAL LIABILITY					\$100,000	
DMG TO PROP					\$1,000	
MED/PERS					\$1,000	
DEDUCTIBLES ALL OTHER & WIND&HAIL						\$3,480


REMARKS (Including Special Conditions)

Home Rental Endorsement effective May 3, 2022 until cancellation.

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.

ADDITIONAL INTEREST

NAME AND ADDRESS	ADDITIONAL INSURED	LENDER'S LOSS PAYABLE	<input type="checkbox"/> LOSS PAYEE
	MORTGAGEE		
	LOAN #		
	AUTHORIZED REPRESENTATIVE 		



May 16, 2022

City of Alpine

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

Dear Geo Calderon and the Alpine City Council,

We are proposing that we use Holland House, located at 403 E Sul Ross Street in Alpine, Texas as a short-rental property. The home has been renovated by a family members who are interested in using the home periodically while also renting it out to short term guests. 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.

Holland House will be managed by Bienvenido Big Bend and who oversees the short-term rental activity for several properties in Alpine. 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

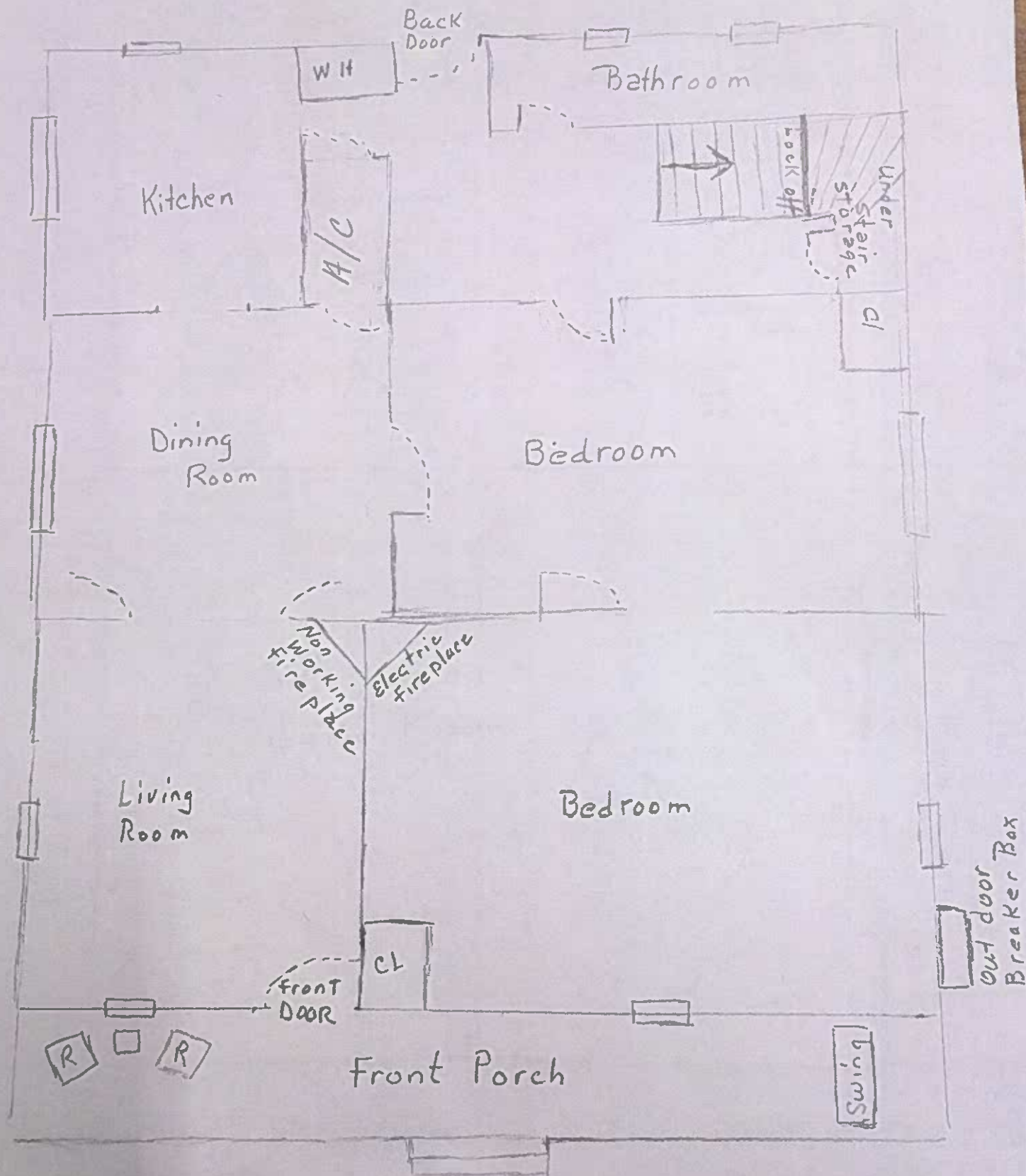


2 Car
garage

utility
Room

Concrete
Patio

Privacy fence on 3 Sides
Breaker Box for garage inside
utility room
Alpine Pest Control done 3-2022
Double Drive from street To
Garage



Bedroom

Lav



Shower

Sun Room

Kitchen

Sitting Area
Game Room

stairs To first
floor

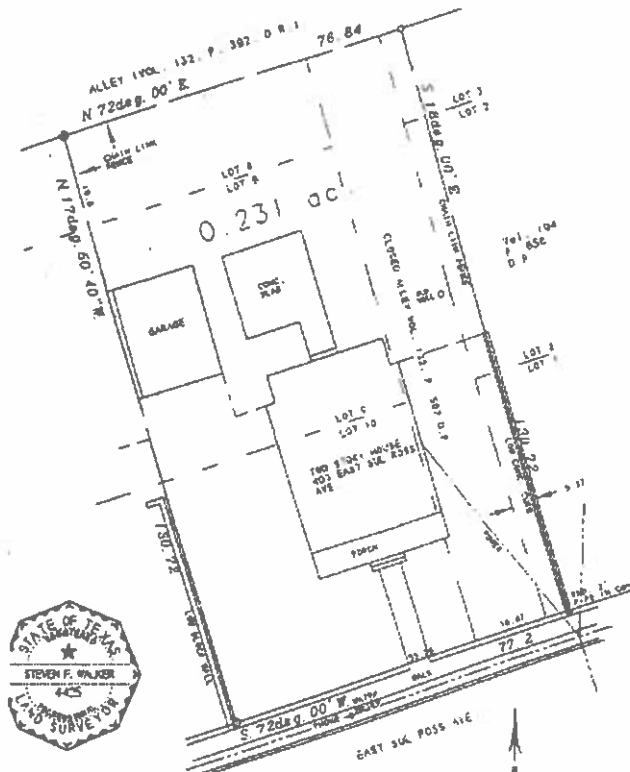


outside
→ entrance

Upstairs Unit

EXHIBIT

B



PLAT of a survey of a 0.231 acre tract of land, being part of a 0.312 acre tract described in Vol. 109, F. 458 Deed Records, out of Block 21, Original Township of Alpine, as per c plat on file in Envelope #184 Plat Records, in the office of the County Clerk, Brewster County, Texas

SCALE 1" = 20'
 BEARINGS ARE BASED ON THE SECOND
 SOUTH LINE OF THIS TRACT
 1. 1/2' FROM ROCK FOUND
 2. 1/2' FROM ROCK AND C.P. 445.26
 125.442° SET

ACCORDING TO THE FARM MAP COMMUNITY-PAY, NUMBER 180085 000-8
DATED NOVEMBER 16 1980 THIS TRACT IS IN ZONE 46 AREAS OF 100
YEAR FLOOD. BASE FLOOD ELEVATIONS DETERMINED

I hereby certify that this plot represents the results of an actual survey on the ground made by me and that the lines and corners shown are not in error and conform to the best of my knowledge and belief.

Registred Professional Land Surveyor #8428
Date May 14, 2013

WALTER LANG SURVEYING
405 E. Ave. B
Alpine TX
79830
432-837-7272



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

GENERAL WARRANTY DEED

Effective Date: March 31, 2015

Doc# 97926

Grantor: VIC HORN, joined herein pro forma by his wife, MEREDITH HORN

Grantor's Mailing Address: 805 E. Avenue B
Alpine, TX 79830-3719
Brewster County, Texas

Grantee: S. HOLLAND PROPERTY, L.L.C.

Grantee's Mailing Address: P.O. Box 2017
Kilgore, Texas 75663-2017
Gregg County, Texas

Consideration: Cash and other valuable Consideration.

Property (including any improvements):

Being a 0.231 acre tract of land, more or less, being part of a 0.312 acre tract described in Vol 109, Page 458, Deed Records, out of Block 21, ORIGINAL TOWNSITE OF ALPINE, Brewster County, Texas, and more particularly described in the Metes and Bounds Description attached hereto as Exhibit "A", and as shown on the Plat/Map attached hereto as Exhibit "B", which Exhibits are made a part of this instrument by reference and incorporated herein for all purposes.

Reservations from Conveyance:

None

Exceptions to Conveyance and Warranty:

Subject to validly existing easements and rights-of-way, whether of record or not; and taxes for 2015, which have been prorated and adjusted in cash as of the date hereof, the payment of which Grantee assumes.

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 and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

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

GENERAL WARRANTY DEED
VIC HORN and MEREDITH HORN - Grantor
S. HOLLAND PROPERTY, L.L.C. - Grantee
INDIVIDUAL GRANTOR SIGNATURE PAGE

EXECUTED by Grantor on March 31, 2015,
to be effective as of the Effective Date.



VIC HORN

(Acknowledgment)

STATE OF Texas §

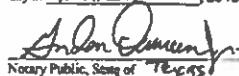
COUNTY OF MIDLAND §

Before me, a Notary Public in and for the State of Texas, on this day personally appeared
VIC HORN, personally known to me to be the person whose name is subscribed to the foregoing instrument, and
acknowledged to me that he executed the foregoing instrument for the purposes and Consideration therein expressed.

Given under my hand and seal of office this 31st
day of March, 2015

[Seal]





Notary Public, State of Texas

Gordon Daman Jr.
Notary's Name (Printed)

July 31, 2015
My commission expires

GENERAL WARRANTY DEED
VIC BORN and MEREDITH HORN - Grantor
S. HOLLAND PROPERTY, L.L.C. - Grantee
INDIVIDUAL GRANTOR SIGNATURE PAGE

EXECUTED by Grantor on March 31, 2015,
to be effective as of the Effective Date.

Meredith Horn 3/31/15
MEREDITH HORN

(Acknowledgment)

STATE OF Mississippi §
COUNTY OF Louises §

Before me, a Notary Public in and for the State of Mississippi, on this day personally appeared MEREDITH HORN, personally known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the foregoing instrument for the purposes and Consideration therein expressed.

Given under my hand and seal of office this 31st
day of March, 2015.



Terry W. Sholes
Notary Public, State of MS
Terry W. Sholes
Notary's Name (Printed)
5-17-2015
My commission expires

AFTER RECORDING RETURN TO:

ELLYSON ABSTRACT
P.O. BOX 418
ALPINE, TX 79831
GF# 201502896

PREPARED IN THE LAW OFFICE OF:

JOSEPH P. JAMES
ATTORNEY AT LAW
P.O. BOX 1013
FORT DAVIS, TX 79734

'A'

METES AND BOUNDS

THE STATE OF TEXAS

THE COUNTY OF BREWSTER

Metes and bounds description of a 0.231 acre tract of land, being part of a 0.312 acre tract described in Vol. 109, P. 458, Deed Records, out of Block 21, Original Townsite of Alpine, as per a plat on file in Envelope #184, Plat Records, in the office of the County Clerk, Brewster County, Texas, said 0.231 acre tract being more particularly described as follows:

BEGINNING at a 2" pipe in a low concrete wall found for the Southwest corner of a tract described in Vol. 194, P. 656, Deed Records, the Southeast corner of said 0.312 acre tract and the Southeast corner of this tract;

THENCE South 72deg.00' West, at 5.27 feet pass the Southeast corner of an alley closed in Vol. 132, P. 567, Deed Records, at 21.94 feet pass the Southwest corner of said closed alley, 77.20 feet tin all to a 1/4" iron rod found for the Southwest corner of said 0.312 acre tract and the Southwest corner of this tract;

THENCE North 17deg.50'40" West 130.72 feet to a 1/4" iron rod found in the South line of an alley tract described in Vol. 132, P. 392, Deed Records, for a corner of said 0.312 acre tract and the Northwest corner of this tract;

THENCE North 72deg.00' East 76.84 feet to a 1/4" iron rod and cap marked "RPS 4425" previously set by me for the Northwest corner of said tract described in Vol. 194, P. 656, Deed Records, and the Northeast corner of this tract;

THENCE South 18deg.00' East 130.72 feet to the point of beginning.

Bearings are based on the record South line of this tract.

A plat of this survey accompanies this description.

I hereby certify that the foregoing description represents the results of an actual survey on the ground made by me or under my direct supervision and that the lines and corners found or set are true and correct to the best of my knowledge and belief.



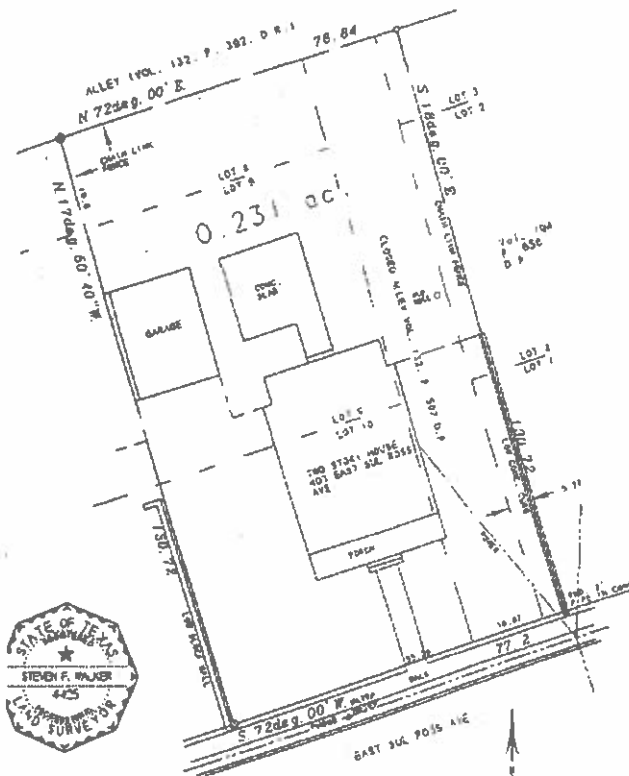
Steven F. Walker
Registered Professional Land Surveyor #4425
Date: May 24, 2013





EXHIBIT

'B'



PLAT of a survey of a 0.231 acre tract of land, being part of a 0.312 acre tract described in Vol. 109, P. 458, Deed Records, of Block 21, Original Townsite of Alpine, as per a plat on file in Envelope #184, Plat Records, in the office of the County Clerk, Brewster County, Texas.

SCALE 1" = 20'
BEARINGS ARE BASED ON THE RECORD SOUTH LINE OF THIS TRACT
① - 1/2" IRON ROD FOUND
② - 1/2" IRON ROD AND ③ - 1/2" IRON ROD FOUND

ACCORDING TO THE FLOOD MAP, COMMUNITY PANEL NUMBER 88083-0001-B DATED NOVEMBER 10, 1980, THIS TRACT IS IN ZONE AB, 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 on the ground are true and correct to the best of my knowledge and belief.

Steven F. Walker
Registered Professional Land Surveyor #2425
Date: May 24, 2013

WALKER LAND SURVEYING
405 E. Ave. 8
Alpine, TX
79830
432-837-7372

den

Doc# 97926
Pages 5
04/02/2015 4:02PM
Filed & Recorded in
Official Records of
BREWSTER COUNTY
BERTA RIOS-MARTINEZ
COUNTY CLERK
Fees \$42.00

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 310 PAGE 105

RECORDED : 4-6-2015

Berta Rios-Martinez

County Clerk, Brewster County, Texas

R.W. ELLISON



Welcome to Holland House!

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:

Password:

Please park in the driveway to the left of the home. The garage is available for guest use.

Trash Receptacles are around the corner on 1st Street about halfway down the block.

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 410 N 8th Property Owner Jennifer Hatch Phone (512) 516-0303

Local Representative _____ Phone _____

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

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

Sanitation:

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

Safety:

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

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

To request an inspection please call 432.837.3281 Building Services.

Inspected by: [Signature]

Requires re-inspection _____

Mechanical:

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

Dwelling is equipped with heating facilities in operating condition.

- ☒ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.

- ☒ Dwelling has proper ventilation in all rooms and areas where fuel
☒ All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to 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.

Approved _____

Date: 6/11/22

Approved _____

Date: _____



* Need GFCI Plug in Kitchen
 * Need 2 plugs for Breaker Box

To: City of Alpine
STR Application

From: Jennifer Hatch
Brewster County Lodging
POBox652
Alpine Texas 79831

Re: 410 N 8th St Rear Studio

Dear City,

I am writing about my studio behind the home at 410 N 8th St.

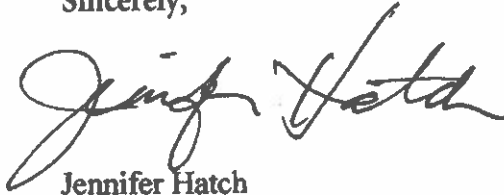
Since purchasing the home I have hosted a hospital employee for 13 weeks as well as a law intern for 8 weeks in the studio. I am hoping to open the studio for shorter stays and therefore am applying for an STR permit.

The property has a separate private parking space as well as a separate entrance. It is fenced off from the main house for privacy and safety. I was living in the main house during these stays and couldn't even tell when the tenants were there! It is very private, and the closest neighbor is another AirBNB. The next closest neighbor has no problem with the property being a STR. In fact, the neighborhood already has several AirBNB's as well as an actual Bed and Breakfast on the same block! It is also close walking distance to downtown businesses which benefit from tourist as well as short term workers. I believe this is the perfect location for a new STR.

I have operated a short-term rental at 1107 N 5th St since 2011. The Hwnmingbird Cottage has been a temporary home for first time visitors to the area, frequent guests, family members of students and residents as well as nurses and other temporary workers in the area. I have collected and remitted city occupancy tax the entire time. As a host, I have received hundreds of 5-star reviews and enjoyed getting to know many return guests. I am confident that I will have similar success with my new STR.

I hope you will approve my application for a Short-Term Rental Special use permit so that I may provide additional quality housing for guests to the area.

Sincerely,



Jennifer Hatch

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

410 N 8th St. Rear Studio

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

Lot 6 Block 34 Addition Original Townsite

Square footage of property

Number of Bedrooms & Units

Size of property lot

1

Present zoning district

X

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)

610 N Phelps 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@brewstercounty1odging

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Jennifer Hatch (same)

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

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
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**

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)

Jennifer Hatch

Print Property Owners Name

Jennifer Hatch

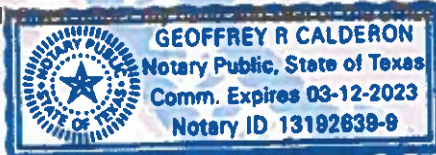
Property Owners Signature

The State Of TEXAS
County Of Brewster

Before Me Geoffrey R. Calderon on this day personally appeared Jennifer Hatch
(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 20th day of May, A.D. 2022



Geoffrey R. Calderon
Notary in And for State of Texas

Jennifer Hatch

Print Property Owners Name

Jennifer Hatch

Property Owners Signature

The State Of _____
County Of _____

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

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

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

Notary in And for State of Texas

Short Term Rental Registration

Print

Submitted by: Studio 410

Submitted On: 2022-05-20 12:04:55

Status: Open

Priority: Normal

Assigned To: Records Clerk

Due Date: Open

Office Use Only

Received Date: _____

By: _____



SHORT TERM RENTAL REGISTRATION

• New Registration or Change of Information?

☒ New Registration

☐ Change of Information

SECTION I: PROPERTY INFORMATION

• PROPERTY NAME

Studio 410

• STREET ADDRESS

410 N 8th St Rear

Address, City, State, Zip

• CITY, STATE, ZIP

Alpine, Texas 79830

City, State, Zip

LEGAL DESCRIPTION

All of Lot 6 and the North 9 72 feet of Lot 7, Block 34

Addition, Block, Lot

• TOTAL NUMBER OF RENTAL UNITS

1

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

SECTION II: OWNER INFORMATION

A. INDIVIDUAL OWNERSHIP

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

Jennifer Hatch

05/20/2022

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: 410 N 8th St., Alpine, Texas 79830 Rear Building

Property Owner Name: Jennifer Hatch

Local Representative:

Name: Bienvenido Big Bend - 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:** 06/13/2022

Property Owner's Signature: Jennifer Hatch **Date:** 6/20/22

GENERAL RELEASE OF LIABILITY

I, Jennifer Hatch, of 610 N Phelps 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 20th day of May, 20 22.
Day Month Year

Releasor's Signature: Jennifer Hatch

Releasor's Printed Name: Jennifer Hatch

CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE

☒ New

☐ Change

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

Property Owner's Signature

Date

Property Owner's Signature

Date

OR

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


Property Owner's Signature

5/19/22
Date

Property Owner's Signature

Date

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: _____

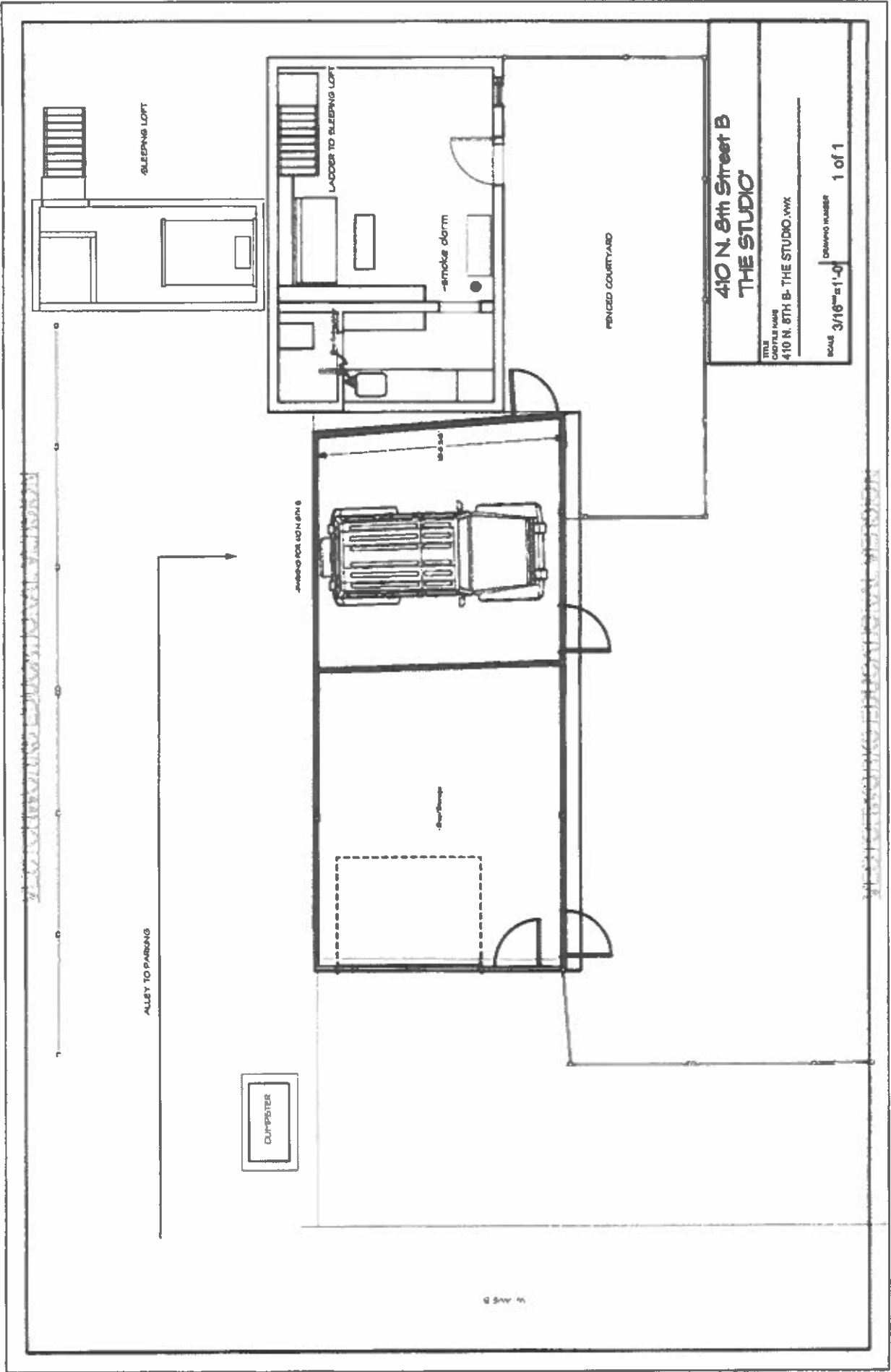
OR

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

410 N 8th St Rear
(Property Address)


(STR Owners Signature)

Date: 5/19/22



410 N. 8th Street B
"THE STUDIO"

TITLE
CORTLEY HAN
410 N. 8TH B- THE STUDIO.WMX

SCALE 3/16"=1'-0"
DRAWING NUMBER 1 of 1

This is NOT a Tax
Statement

2022 Notice of Appraised Value

Do Not Pay From
This Notice

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

Property ID: 11987
Ownership %: 100.00
Geo ID: 973600340006000000
Legal: OT, BLOCK 34, LOT 6,7 AND N/9.72' OF 7
Legal Acres: 0.1949
Situs: 410 N 8TH ALPINE, TX
Owner ID: 32696
PIN: BdTgcmXnrBHV

DATE OF NOTICE: May 6, 2022

3794 1 AV 0.426*****AUTO**5-DIGIT 79830 5DGS 2 FT 14



Property ID: 11987 - 973600340006000000

HATCH JENNIFER
410 N 8TH STREET
ALPINE TX 79830-4506

THIS IS NOT A BILL
DO NOT PAY
APPRAISAL NOTICE

Dear Property Owner,
We have appraised the property listed above for the tax year 2022. As of January 1, our appraisal is outlined below.

Appraisal Information		Last Year - 2021		Proposed - 2022	
Market Value of Improvements (Structures / Buildings, etc.)		184,554		219,987	
Market Value of Non Ag/Timber Land		16,456		16,456	
Market Value of Ag/Timber Land		0		0	
Market Value of Personal Property/Minerals		0		0	
Total Market Value		201,010		236,443	
Productivity Value of Ag/Timber Land		0		0	
Appraised Value		201,010		221,111	
Homestead Cap Value excluding Non-Homesite Value (i.e. Ag, Commercial)		201,010		221,111	
Exemptions (DV Disabled Vet; DP Disabled Person; HS-Homestead; OV65-Over 65)		HS		HS	
2021 Exemption Amount	2021 Taxable Value	Taxing Unit	2022 Proposed Appraised Value	2022 Exemption Amount	2022 Taxable Value
5,000	196,010	Brewster County	221,111	5,000	216,111
5,000	196,010	Big Bend Regional Hospital	221,111	5,000	216,111
0	201,010	City of Alpine	221,111	0	221,111
45,101	155,909	Alpine ISD	221,111	48,644	172,467
0	201,010	Central Appraisal District	221,111	0	221,111

The difference between the 2017 appraised value and the 2022 appraised value is 31.52%.

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

*If you qualified your home for an age 65 and older or disabled person homestead exemption for school taxes, the school taxes on that home cannot increase as long as you own and live in that home. The tax ceiling is the amount that you pay in the year that you qualified for the 65 and older or disabled person exemption. The school taxes on your home may not go above the amount of the ceiling, unless you improve the home (other than normal repairs and maintenance).

Beginning August 7th, visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database where you can easily access information regarding your property tax including information regarding the amount of taxes that each entity that taxes your property will impose if the entity adopts its proposed tax rate. Your local property tax database will be updated regularly during August and September as local elected officials propose and adopt the property tax rates that will determine how much you pay in property taxes. Property owners who file a notice of protest with the appraisal review board (ARB) may request an informal conference with the appraisal district to attempt to resolve disputes prior to a formal ARB hearing. In counties with populations of 1 million or more, property owners may request an ARB special panel for certain property protests. Contact your appraisal district for further information.

If you currently receive a residence homestead exemption, the exemption amounts shown on this notice are those provided by law as of the date of this notice. If Texas vote approve the proposed constitutional amendment to increase the general residence homestead exemption for school taxes from \$25,000 to \$40,000, your exemption amount will automatically increase, and school districts will compute your taxes using the greater exemption amount.

To file a protest, complete the notice of protest form following the instructions included in the form and no later than the deadline below, mail or deliver the form to the appraisal review board at the following address: BREWSTER CAD MEETING ROOM

Deadline for filing a protest: June 6, 2022
Location of Hearings: BREWSTER CAD MEETING ROOM
ARB will begin hearings: June 24, 2022

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

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

Sincerely,
DENISE FLORES, Chief Appraiser

Studio 410
410 N 8th St Rear
Alpine, Texas 79830

This studio has been carefully stocked with cooking utensils, dishes, extra sheets and towels, as well as Big Bend Coffee Roasters Coffee and Aveda amenities from Americana, an Aveda Concept Salon, located downtown, at 210 W Avenue E.

Wireless Internet access is available for your use. Please connect to the SSID [REDACTED], using the passphrase [REDACTED]

Thank you for not smoking inside, and for disposing of any exterior smoking debris as well as your pet's waste. Garbage may be deposited in the dumpster at the alley entrance and recycling may be taken to the Hal Flanders Recycling Center at 305 Cemetery Rd or feel free to leave it and we will take it upon your departure.

Please let us know if there is anything we can do to make your stay more enjoyable.

Jenny and Ross

24 hour contact number for owner: Jenny Hatch 432-363-4244 (Google voice messages checked immediately)

Emergency 911

Non-Emergency Police (432) 837-3486

Fire (432) 837-2366

For severe weather alerts, you may go to your weather app or to:
<https://www.wunderground.com/severe/us/tx/alpine>

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 114 S. H Property Owner Loft Holdings Phone _____

Local Representative Michela Ritchie Phone 432-244-6618

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.

Inspected by: [Signature]

Requires re-inspection _____

Gift Plugs by Sink
Breaker Box Plugs

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:

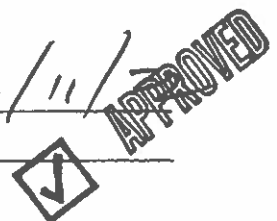
- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to defective material or deterioration.
-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

Approved ☒

Date: 4/11/

Approved _____

Date: _____



To whom it may concern,

The Kokopelli is located at 114 N. 5th st. in Alpine, TX. This Vacation rental is a 3 bedroom 1 bathroom house with a kitchen, living room, family room and a utility room. Nestled in the heart of our community the location primarily benefits neighboring restaurants, drink establishments, and shopping venues. Being in the center of town will promote local shopping and tourism. With walking distance to the local movie theater, train station, grocery store and restaurants guests are more likely to shop and entertain themselves locally bringing in more revenue to our community. The Kokopelli will promote local businesses as well as encourage local shopping and dining. While setting my prices affordable this will encourage local families to take advantage of the location for their visiting family and friend use. The Kokopelli will be an overall asset to our community as well as neighboring communities.

Thank you for your consideration and support of my new venture. I appreciate any thoughts and feedback. I look forward to working with the community and striving to make Alpine great. Feel free to call or email with any further questions or concerns.

Thank You,
Micaela Ritchie
(432)244-6618
michaelaritchie@yahoo.com

City of Alpine, Texas

For Building Services Use Only

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

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

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

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

Existing/New Structure: ☒ Existing Structure ☐ New Construction

PART 1. PROPERTY INFORMATION		
Street address of property 114 N. 5 th St.		
Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet) Lot _____ Block _____ Addition _____		
Square footage of property 2900	Number of Bedrooms & Units 3bd -	Size of property lot 5647
Present zoning district C-2 Business District	Proposed use of the property Short-Term Rental	
Zoning ordinance provision requiring a conditional use (This box will be completed by the Building Official) STR		
PART 2. PROPERTY OWNER INFORMATION		
Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary) Loft Holdings LLC		
Mailing address of property owner (cannot be P.O Box) 102 E Ave. E		
City/State/Zip code of property owner Alpine, TX 79831		
Telephone number of property owner 432 837 4099	Email address of property owner ryanflatcattleco2021@gmail.com	
PART 3. DESIGNATED OPERATOR'S INFORMATION		
Name of designated operator micaela Ritchie		
Designated operator's physical address (must be located within 30 minutes of STR property) 990 Two Ranch Rd.		
City/State/Zip code of designated operator Alpine, TX 79830		
Telephone number of designated operator 432 244 6618	Email address of designated operator micaelaritchie@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
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**

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)

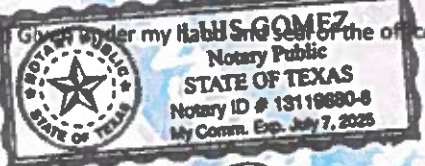
Tyler Lyda Gates
Print Property Owners Name

Tyler Lyda Gates
Property Owners Signature

The State Of TEXAS
County Of BREWSTER
Before Me LUIS GOMEZ on this day personally appeared Micacela L. Ritchie
(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 7th day of JUNE, A.D. 2022


Notary in And for State of Texas

Micacela Ritchie
Print Property Owners Name
Applicant

Micacela Ritchie
Property Owners Signature
Applicant

The State Of TEXAS
County Of BREWSTER
Before Me LUIS GOMEZ on this day personally appeared Tyler L. Gates
(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 7th day of JUNE, A.D. 2022

Notary in And for State of Texas

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☒ **New** ☐ **Change**

SECTION 1: PROPERTY INFORMATION		
Property Name <u>Kokopelli</u>	Street Number <u>114</u>	Street Name <u>N 5th St.</u>
LEGAL DESCRIPTION		
Addition, Block, Lot		Total Number of Units in Building <u>8</u>

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name <u>Micaela</u>	Owner Last Name <u>Ritchie</u>	Primary Telephone Number <u>432 244 6618</u>
Mailing Address <u>PO Box 1117 Alpine, TX 79831</u>		Email Address <u>micaelaritchie@yahoo.com</u>
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: DESIGNATED OPERATOR <i>If Different than owner</i>	
Property Manager Name <u>Micaela Ritchie</u>	Primary Telephone Number <u>432 244 6618</u>
Mailing Address <u>PO Box 1117</u>	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.


Applicant's Signature

Micaela Ritchie
Printed Name

05-25-22
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: 114 N 5th St.

Property Owner Name: Loft Holdings LLC.

Local Representative:

Name: Micaela Ritchie **Telephone:** 432 244 6618

Physical Address: 91872 W. Highway 90 **Email:** micaelaritchie@yahoo.com

Mailing Address: PO Box 1117 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: [Signature] **Date:** 06-07-22

Property Owner's Signature: [Signature] **Date:** 06-07-22

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.

114 N 5th St
(Property Address)



(STR Owners Signature)

Date: 06-07-22

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

☒ New

☐ Change

 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

05-25-22

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 insurance may not adequately cover my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.

Property Owner's Signature

Date

Property Owner's Signature

Date

Commercial Lease
114 N. 5th Street

This Lease Agreement (this "Lease") is dated as of April 15, 2022, by and between Loft Holdings, LLC ("Landlord"), and Michaela Ritchie dba The Kokopelli ("Tenant"). The parties agree as follows:

PREMISES: Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant approximately 2900 square feet (the "Premises") located 114 N. 5th Street, Alpine, Tx 79830.

TERM: This lease term will begin April 15, 2022 and will terminate on October 15, 2022 . A 6 month contract.

LEASE PAYMENTS: Tenant shall pay the Landlord monthly installments of \$1,000.00 per month for the duration of the contract. Should Tenant decide to breach the contract at any time the remaining balance will be deemed due and payable in full. Tenant acknowledges that at the end of this contract, the rental amount will increase to \$1,500.00 per month for the premises beginning October 15, 2022 .

SECURITY DEPOSIT: At the time of this lease the Landlord continues to hold original security deposit of \$1, 000.00 to be held and dispersed Tenant damages the Premises (if any), leaves the Premises in less than a clean, move in ready state for the next Tenant, or vacates the Premises as provided by law.

POSSESSION: Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peacefully yield up the Premises to the Landlord in as good of condition as when delivered to Tenant, ordinary wear and tear excepted.

USE OF PREMISES: Tenant may use the Premises **only** for Business Use with exception of the apartment in back which may be used for personal space, excluding living. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence. Tenant **may not** have any animals on the or inside the Premises at any time.

EXCLUSIVITY: Landlord shall not directly or indirectly, through any employee, agent, or otherwise, lease any space within the property (except the Premises herein described), or permit the use or occupancy of any such space whose primary business activity is in, or may result in competition with the Tenant's primary business activity. The Landlord hereby gives the Tenant exclusive activity on the property.

FURNISHINGS: The following furnishings will be provided: Side by Side Fridge, Electric Range stove, dishwasher, please see also:

ADDITIONAL PROVISIONS, shall return all such items at the end of the lease term in as good of condition at the beginning of the lease term, except for such deterioration that might result from normal use of furnishings.

PROPERTY INSURANCE: Landlord and Tenant shall each maintain appropriate insurance for their respective interests in the Premises and property located on the Premises. Landlord shall be named as an additional insured in such policies. Tenant shall deliver appropriate evidence to Landlord as proof that

adequate insurance is in force by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of any such policies. Tenant shall also maintain any such insurance which Landlord may reasonably require for the protection of the Landlord's interest on the Premises. Tenant is responsible for maintaining casualty insurance on its own property.

LIABILITY INSURANCE: Tenant shall maintain liability insurance on the Premises in a total aggregate sum of at least \$1,000,000. Tenant shall deliver appropriate evidence to Landlord as proof that adequate insurance is in force by companies reasonably satisfactory to Landlord. Landlord shall receive advance written notice from the insurer prior to any termination of such insurance policies. Landlord and Tenant release each other from all damages that are covered by the releasing parties.

RENEWAL TERMS: This lease shall automatically renew for an additional period of 60 days per renewal term, unless either party gives written notice of termination no later than 30 days anytime reasonably agreed prior to the end of the term or renewal term. The lease terms during any such renewal are \$1,500.00 per month.

UTILITIES AND SERVICES: Tenant shall be responsible for the following utilities and services in connection with the Premises.

- Electricity paid to Landlord each month. Landlord will provide a copy of the electric bill for Tenant.
114 N. 5th St. Alpine, Tx 79830— 112009146104
- Water/Sewer/Garbage Disposal -(with the City of Alpine, TX) to be paid to Landlord each month in the amount of \$85.00 which may or may not increase or decrease due to City of Alpine price changes.
- Landlord requests of Tenant a separate check or money order for utility payments and not combining utility payments into the rental payment.

Tenant shall be responsible for the following utilities and services in connection with the Premises:

- Electricity
- Water/Sewer/Garbage Disposal
- Telephone/Internet services
- Other utilities not previously determined to be paid by the Landlord in this lease.

Tenant acknowledges that Landlord has fully explained to Tenant the utility rates, charges and services for which Tenant will be required to pay to Landlord (if any), other than those to be paid directly to the third-party provider.

TAXES: Taxes attributable to the Premises or the use of the Premises shall be allocated as follows:

REAL ESTATE TAXES: Landlord shall pay all real estate taxes and assessments for the Premises.

PERSONAL TAXES: Tenant shall pay all personal taxes and any other charges which may be levied against the Premises and which are attributable to Tenant's use of the Premises, along with all sales and/or use (if any) that may be dues in connection with the lease payments.

DESTRUCTION OR CONDEMNATION OF PREMISES: If the Premises are partially destroyed by fire or other casualty to an extent that prevents the conducting of Tenant's use of the Premises in a normal manner, and if the damage is reasonably repairable within 60 days after the occurrence of the

destruction, and if the cost of repair is less than \$25,000.00. Landlord shall repair the Premises and a just proportion of the lease payments shall abate during the period of the repair according to the extent to which the Premises have been rendered untenable. However, if the damage is not repairable within 60 days, or if the cost to repair is \$25,000.00 or more, or if Landlord is prevented from repairing the damages by forces beyond Landlord's control, or if property is condemned, this Lease shall terminate upon 20 days' written notice of such event or condition by either party and any unearned rent paid in advance by Tenant shall be apportioned and refunded to it. Tenant shall give Landlord immediate notice of any damage to the Premises.

DEFAULTS: Tenant shall be in default of the Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within 10 days (or any other obligation with 15 days) after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing Landlord's rights to damages. In the alternative, Landlord may elect to cure any default and the cost of such action shall be added to Tenant's financial obligations under this Lease. Tenant shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by the Landlord by reason of Tenant's defaults. All sums of money or charges required to be paid by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designed as "additional rent".

LATE PAYMENTS: For each payment that is not paid within 5 days after its due date, Tenant shall pay a late fee of \$5.00 per day, beginning the day after the due date.

HOLDOVER: If Tenant maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Tenant shall pay Landlord lease payment(s) during the Holdover Period at a rate equal to payment rate set forth in the Renewal Terms paragraph.

CUMULATIVE RIGHTS: The rights of the parties under this Lease are cumulative, and shall not be constructed as exclusive unless otherwise required by law.

NON-SUFFICIENT FUNDS: Tenant shall be charged \$25.00 for each check that is returned to the Landlord for lack of sufficient funds.

MAINTENANCE: Landlord will maintain roof, foundation, exterior walls, doors and windows. Tenant will maintain the part of Premises that Landlord is not obligated to maintain, normal wear excepted.

REMODELING OR STRUCTURAL IMPROVEMENT: Tenant shall have the obligation to conduct any construction or remodeling (at Tenant's expense) that may be required to use the Premises as specified above. Tenant may also construct such fixtures on the Premises (at Tenant's expense) that appropriately facilitate its use for such purposes. Such construction shall be undertaken and such fixtures may be erected only with the prior written consent of the Landlord which shall not be unreasonably withheld. Tenant shall not install awnings or advertisements on any part of the Premises without Landlord's prior written consent. At the end of the lease term, Tenant shall be entitled to remove (or at the request of the Landlord shall remove) such fixtures, and shall restore the Premises to substantially the same condition of the Premises at the commencement of this Lease.

ACCESS BY LANDLORD TO PREMISES: Subject to Tenant's consent (which shall not be unreasonably withheld), Landlord shall have the right to enter the Premises to make inspections, provide necessary

services, or show the unit to prospective buyers, mortgagees, tenants, or workers. However, Landlord does not assume any liability for the care or supervision of the Premises. As provided by law, in the case of emergency, Landlord may enter the Premises without Tenant's consent. During the last 3 months of this Lease, or any extension of this Lease, Landlord shall be allowed to display the usual "To Let" signs and show the Premises to prospective tenants.

INDEMNITY REGARDING USE OF PREMISES: To the extent permitted by law, Tenant agrees to indemnify, hold harmless, and defend Landlord from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which Landlord may suffer or incur in connection with Tenant's possession, use, or misuse of the Premises, except Landlord's act or negligence.

DISPUTE RESOLUTION: The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgement may be entered upon it by any court having proper jurisdiction.

SUBORDINATE OF LEASE: This Lease is subordinate to any mortgage that now exists, or may be given later by the Landlord, with respect to the Premises.

NOTICE: Notices under this Lease shall not be deemed valid unless given or served in writing and forward by mail, postage paid, addressed as follows:

LANDLORD

Loft Holdings, LLC
102 E. Avenue E
Alpine, Tx 79830

TENANT

The Kokopelli
114 N 5th Street
Alpine, Tx 79830

Such addresses may be changed from time to time by any party by providing notice as set forth above. Notices mailed in accordance with the above provisions shall be deemed received on the 3rd day after posting.

GOVERNING LAW: This Lease shall be constructed in accordance with the laws of the State of Texas.

ENTIRE AGREEMENT/AMENDMENT: This Lease Agreement contains the entire Agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under amendment.

SEVERABILITY: If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If court finds that any provision of this


Lease is invalid or unenforceable, then such provision shall be deemed to be written, constructed and enforced as so limited.

WAIVER: The failure of either party to enforce any provisions of this Lease shall not be constructed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

BINDING EFFECT: The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their legal representatives, successors and assigns.

This Commercial Lease is executed and agreed to by:

 4-22-22
Loft Holdings, LLC (Landlord) Date

 04-15-22
Michaela Ritchie (Tenant) Date

The Kokopelli

114 N. 5th St
Alpine, TX
79831

Welcome to the Kokopelli!

With our prime location right in the heart of Alpine, you will be walking distance to some of the best local restaurants, food trucks, coffee shops, candy stores, boutiques, a bookstore, the grocery store and many places to relax with an adult beverage. Alpine Wine is a wonderful new addition to our little town and is located right next door. We also have the well known Reata Restaurant 1 block away. The Old Gringo, Guzzi Up, and the Century Bar and Grill are great places to go have a drink and dinner, all within a few blocks.

Check in instructions:

Come on in and make yourself at home. Please make sure you park in the large parking lot behind the



building in the South 2 rows or along 5th street in front of the building. The patio out back is a public patio. The main light switch as well as AC control is just inside the back door. There is also an ac control in the front book room on the shelf.

Pet Policy:

Please respect our no pet policy. We only allow service animals.

Trash Disposal:

You may use the dumpsters to the south of the parking lot behind the building.

Noise Restrictions:

We are located right in the middle of town. So noise isn't too big of an issue. However please be respectful of our neighboring businesses and homes.

24 hr Contact information:

Please feel free to contact me or my husband at any point in your stay

Micaela Ritchie- 432-244-6618

Bryan Ritchie- 432-244-6413

Emergency Contact Information:

Police Department- 432-837-3486

Sheriff Department- 432-837-3488

Alpine Fire Department- 432-837-2366

In all life or death emergencies please call 911

Please stay aware of all local weather conditions by visiting the following website-

Localconditions.com

Check out instructions: (Travel Safe!!)

Please take out all the trash.

Place all used towels in the laundry basket.

Wash all dishes and leave them on the counter or in the dishwasher.

Please write in our guest book and let us know about your stay!

Legal Description
OT, BLOCK 4, LOT 7

36678
OWNERSHIP
100.00%

PO BOX 1020
MARFA, TX 79843

2 100%
21 100%
4 100%
CAD 100%

LAND MARKET + 29,376
MARKET VALUE = 194,430
PRODUCTIVITY LOSS - 0
APPRAISED VALUE = 194,430
HS CAP LOSS - 0
ASSESSED VALUE = 194,430

973600040007000000

Ref ID: 1821

ACRES: .1299
EFF. ACRES:

SITUS 116 N 5TH ST ALPINE, TX

APPR VAL METHOD: Cost

GENERAL

SKETCH for Improvement #1 (conv code C)

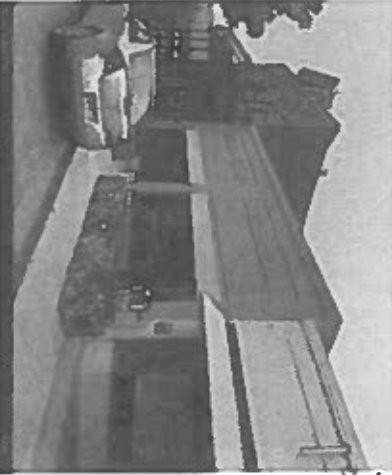
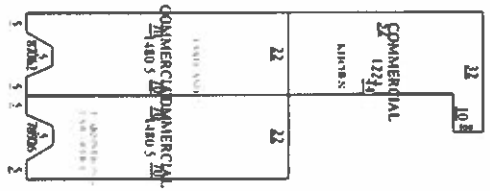
EXEMPTIONS

UTILITIES
TOPOGRAPHY
ROAD ACCESS
ZONING
BUILDER
NEXT REASON
REMARKS

LAST APPR. YR 2022
LAST INSP. DATE 11/03/2021
NEXT INSP. DATE 01/02/2025
ADDED MI AND REMODELED BLDG FOR 2018 VFV
ARB-1999 MADE NO CHANGE INVALUE #73-99

BUILDING PERMITS
ISSUE DT PERMIT TYPE PERMIT AREA ST PERMIT VAL

SALE DT PRICE GRANTOR DEED INFO
06/24/2019 GATES CARROLL & WD / 0379 / 0661
07/23/2018 ELLISOR BRANNON GWD / 357 / 280
04/18/2016 OHL FRANKLIN A WD VL / 322 / 246



SUBD: 1108 NBHD: COMM CENTER 00%

IMPROVEMENT INFORMATION

IMPROVEMENT FEATURES

#	TYPE	DESCRIPTION	MTHD	CLASS/SUBCL	AREA	UNIT PRICE	UNITS	BUILT	EEF YR	COND.	VALUE	DEPR	PHYS	ECON	EUNC.	COMP	ADJ	ADJ VALUE
1	COMMERCIAL -	COMMERCIAL -	CM	EMF/3	1,480.5	111.27	1	1940	1940	GD	164,735	40%	100%	100%	100%	100%	0.40	65,884
	COMMERCIAL -	COMMERCIAL -	CM	MR/F3	1,480.5	75.45	1	1940	1940	GD	111,704	40%	100%	100%	100%	100%	0.40	44,682
	COMMERCIAL -	COMMERCIAL -	CM	EMF/3	1,480.5	111.27	1	1940	1940	GD	164,735	40%	100%	100%	100%	100%	0.40	65,884
	COMMERCIAL - RETAIL	STCD F1			4,185.0						412,633							165,084
	CHANGED TO CR-4 @50% FOR 2011 DF	CHANGED L1 FROM 45% TO 65% ANF L1 FROM 50% TO 65% FOR 2016 AG, BL ADDED MI AND L1 TO GOOD- REMODELED BLDG																
	REMOVED FUNC. 2018 VFV AG																	

SUBD: 1108 NBHD: COMM CENTER 00%
L# DESCRIPTION CLS TABLE SQ HS METH DIMENSIONS UNIT PRICE GROSS VALUE ADJ MASS ADJ VAL SRC IRR Wells: 0 Capacity: 0 IRR Acres: 0 Oil Wells: 0
1 COMMERCIAL A180 F1 Y (100%) FF 43.52x130 375.00 16,320 1.00 1.80 A 29.376 AG APPLX AG CLASS AG TABLE AG UNIT PRG AG VALUE
Comment plat F 29.376 NO 0.00 0

PROVEN 11012
Legal Description
LOT, BLOCK 4, LOT 8, RESIDENCE

OWNER ID
36878

LOT BUILDINGS LLL
PO BOX 1020
MARFA, TX 79843

OWNERSHIP
100.00%

ACRES: .1299
EFF. ACRES:

IMPROVEMENTS
LAND MARKET
MARKET VALUE
PRODUCTIVITY LOSS
APPRAISED VALUE
HS CAP LOSS
ASSESSED VALUE

2
21
4
CAD

100%
100%
100%
100%

449,349
+
29,376
= 278,725
-
= 278,725
-
= 274,438

973600040008000000
Ref ID: 1822

SITUS 118 N 5TH ALPINE, TX

GENERAL
LAST APPR. Adela
LAST APPR. YR 2022
LAST INSP. DATE 11/01/2021
NEXT INSP. DATE 01/02/2025

UTILITIES
TOPOGRAPHY
ROAD ACCESS
ZONING
BUILDER
NEXT REASON
REMARKS

BUILDING PERMITS
ISSUE DT PERMIT TYPE PERMIT AREA ST PERMIT VAL

SALE DT PRICE GRANTOR DEED INFO
06/24/2019 ***** GATES CARROLL & WD / 0379 / 0661
04/22/2019 ***** ELLISOR MEGAN AN GENWMD / 0368 / 0619
08/04/2015 ***** GRANITE PUBLICAT WD VL / 314 / 375

SUBD: 1106 NBHD: COMM CENTRD, 00%
TYPE DESCRIPTION MTHD CLASS/SUBCL AREA UNIT PRICE UNITS BUILT EFF YR COND. VALUE DEPR PHYS ECON EUNG COMP ADJ ADJ VALUE
LA APARTMENTS RM RS3F/ 4,388.0 79.15 1 1920 1920 GD 347,310 70% 100% 100% 100% 100% 0.70 243,117 Foundation 0
PORCHPORCHES RM RS3F/ 150.0 15.69 1 1920 1920 GD 2,354 70% 80% 100% 100% 100% 0.56 1,318 ROOF2 0
PORCHPORCHES RM RS3F/ 360.0 15.69 1 2010 2003 AV 5,648 87% 100% 100% 100% 100% 0.87 4,914 ROOF5 0
STCD: A1 Homesite: Y (100%) 355,312 249,349 INS 0
ADDED DECK FOR 2011 DF CHANGED FROM APT 4 TO APT 2 FOR 2018 BL AG changed from apt to LA for 2021 for HS-AG



22

8

10

22

COMMERCIAL/ENF
1224

44

KITCHEN

22
22
22

22

TASTE AND C

20 COMMERCIAL/ENF
1480

20 COMMERCIAL/MRT
1480

20

1. JAMES HUNTER
2. JAMES HUNTER

5

5

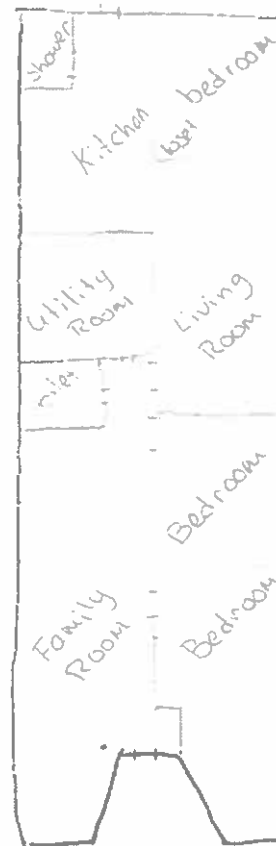
5

5

5

5

114 N. 5TH ST.



A STOCK COMPANY



EVANSTON INSURANCE COMPANY

10275 West Higgins Road, Suite 750
Rosemont IL 60018

INSURANCE POLICY

Coverage afforded by this policy is provided by the Company (Insurer) and named in the Declarations.

In **Witness Whereof**, the company (insurer) has caused this policy to be executed and attested and countersigned by a duly authorized representative of the company (insurer) identified in the Declarations

A handwritten signature in cursive script, reading 'Kathleen Anne Sturgeon'.

Secretary

A handwritten signature in cursive script, reading 'R. W. Shars'.

President