



**City of Alpine**  
**Regular City Council Meeting & Workshop**  
**803 W. Holland Avenue, Alpine, Texas 79830**  
**Tuesday, August 3, 2021 - 3:00 P.M.**

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NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS WILL HOLD A WORKSHOP AT 3:00 P.M. & REGULAR MEETING AT 5:30 P.M. ON TUESDAY, AUGUST 3, 2021, AT CITY COUNCIL CHAMBERS AT 803 W. HOLLAND AVENUE AND VIA ZOOM CONFERENCE, IN THE CITY OF ALPINE, TEXAS. **MEETING LOGIN DETAILS MAY BE FOUND AT [WWW.CITYOFALPINE.COM](http://WWW.CITYOFALPINE.COM).** THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETINGS ACT (SECTION 551.043, TEXAS GOVERNMENT CODE).

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

If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred.

**WORKSHOP AGENDA - 3:00 P.M.**

1. **Call to Order and Pledge of Allegiance.**
  2. **Determination of a Quorum and Proof of Notice of Workshop Meeting.**
  3. **Public Comments** - (limited to 3 minutes per person)
  4. **Workshop.**
    - a. Budget Workshop
  5. **Adjourn.**
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**REGULAR CITY COUNCIL MEETING AGENDA - 5:30 P.M.**

1. **Call to Order and Pledge of Allegiance.**
2. **Determination of a Quorum and Proof of Notice of the Meeting.**
3. **Public Comments** – (limited to 3 minutes per person)
4. **Presentation, Recognitions, and Proclamations** –
  - Alexis Haymon – TCOLE Intermediate Dispatch Certification
5. **Reports** -

**City Mayor Report.**

**City Attorney Report**

- EEOC Matter
- Municipal Court
- AVC Contract

**City Manager Report** –

- COVID-19 Update
- Employment Opportunities

**City Staff Update.**

**6. Public Hearings -**

1. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances.
2. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine.
3. Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit Application for 601 E Hendryx. Owner of record is Kathryn Stucke.

**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 July 20, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of job description for the Building Official position (M. Antrim, Interim City Manager)

**8. Information or Discussion items –**

1. Discussion regarding the hiring of a full-time City Manager and a full-time City Attorney (C. Rodriguez, City Council)
2. Discussion of the proposed noise ordinance (M. Antrim, Interim City Manager)

**9. Action items to be accompanied by a brief statement of facts, including where funds are coming**

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

1. Discuss, consider, and approve the second and final reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)
2. Discuss, consider, and approve the second and final reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine (M. Sandate, City Council)
3. Discuss, consider, and approve the first reading of Ordinance 2021-08-01, an ordinance rescinding a portion of Ordinance 2018-06-01 regarding water utility reserve funds (M. Antrim, Interim City Manager)
4. Discuss, consider, and approve Resolution 2021-08-01, a resolution re-establishing and solidifying the process for the appointment of community members to City Boards and Commissions (M. Antrim, Interim City Manager)
5. Discuss, consider, and approve Resolution 2021-08-02, a resolution rescinding the designation of a donation from Energy Partners for specific purposes (M. Antrim, Interim City Manager)
6. Discuss, consider, and approve Resolution 2021-08-03, a resolution changing the first meeting date in October from the first Tuesday to the second Tuesday to allow Council to attend the annual Texas Municipal League Conference (M. Antrim, Interim City Manager)
7. Discuss, consider, and approve Conditional Use Permit for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission. The property is located at 110 W. Murphy. Legal description being Lot 8 (eight), Block 55 (fifty-five), Original Town to the City of Alpine. Property owners of record are Liz & Hiram Sibley (M. Antrim, Interim City Manager)
8. Discuss, consider, and approve a Short Term Rental Special Use Permit for 601 E Hendryx. Owner of record is Kathryn Stucke (M. Antrim, Interim City Manager)
9. Discuss ramifications of illegal dumping and possible solutions (C. Rodriguez, City Council)
10. Discuss, consider, and approve the Interim City Manager to make staffing changes as necessary (M. Antrim, Interim City Manager)

**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, 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. Adjournment.**

**CERTIFICATION**

I, Geoffrey R. Calderon, City Secretary, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public and to the City's website [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:00 P.M. on July 30, 2021, 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 City Secretary's Office at (432) 837-3301, option 1, or email [city.secretary@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) for further information.

  
Geoffrey R. Calderon, City Secretary



**WORKSHOP AGENDA - 3:00 P.M.**

1. **Call to Order and Pledge of Allegiance.**
2. **Determination of a Quorum and Proof of Notice of Workshop Meeting.**
3. **Public Comments** - (limited to 3 minutes per person)
4. **Workshop.**
  - a. Budget Workshop
5. **Adjourn.**

**REGULAR CITY COUNCIL MEETING AGENDA - 5:30 P.M.**

- 1. Call to Order and Pledge of Allegiance.**
- 2. Determination of a Quorum and Proof of Notice of the Meeting.**
- 3. Public Comments** – (limited to 3 minutes per person)
- 4. Presentation, Recognitions, and Proclamations** –
  - Alexis Haymon – TCOLE Intermediate Dispatch Certification

# Certificate of Honor and Recognition

hereby presented to

Alexis Haymon

On the 3<sup>rd</sup> day of August 2021  
For successful completion of the  
TCOLE Intermediate Dispatch Certification

Robert Martin  
Chief of Police



Andres "Andy" Ramos  
Mayor



**5. Reports -**

**City Mayor Report.**

**City Attorney Report**

- EEOC Matter
- Municipal Court
- AVC Contract

**City Manager Report –**

- COVID-19 Update
- Employment Opportunities

**6. Public Hearings -**

1. Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances.
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3. Public Hearing to obtain citizen views and comments on Short Term Rental Special Use Permit Application for 601 E Hendryx. Owner of record is Kathryn Stucke.



Gmail

City Secretary <city.secretary@ci.alpine.tx.us>

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## Short Term Rental- 601 E Hendryx Ave

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Katie Austin <katie\_austin@aol.com>

Tue, Jul 20, 2021 at 4:04 PM

To: city.secretary@ci.alpine.tx.us

Good Afternoon,

I am emailing in regards to the short term rental to be discussed at the city council meeting. I am unable to attend the meeting, but would like it to be on record that as the neighbors (513 E Hendryx Ave) of this residence, we do not wish to have a short term rental next door. Please let me know if there is any further measure we need to take to ensure that our opinion is considered.

Thank you for your time,

Katie Moody  
325-812-2992

**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 July 20, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of job description for the Building Official position (M. Antrim, Interim City Manager)

1. Approval of July 20, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)

**City of Alpine  
Regular City Council Meeting & Workshop  
Tuesday, July 20, 2021  
3:00 P.M.  
Minutes**

**WORKSHOP AGENDA - 3:00 P.M.**

**1. Call to Order and Pledge of Allegiance.**

Mayor Ramos called the meeting to order. The meeting was held at the City Council Chambers located at 803 West Holland Avenue and via Zoom conference in the City of Alpine, Texas.

Mayor Ramos led the pledge of allegiance to the flags.

**2. Determination of a Quorum and Proof of Notice of Workshop Meeting.**

Councilor Judy Stokes, Councilor Sara Tandy, and Councilor Martin Sandate attended at the City Council Chambers. Councilor Rodriguez and Councilor Johnson were not present with excused absences. Interim City Manager, Megan Antrim, and City Secretary, Geoffrey Calderon, attended at the City Council Chambers. City Secretary, Geoffrey Calderon, reported that the agenda was posted at 2:30 P.M. on July 16, 2021.

**3. Public Comments - (limited to 3 minutes per person)**

**4. Workshop.**

a. Budget Workshop

**5. Adjourn. (4:32 P.M.)**

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**REGULAR CITY COUNCIL MEETING - 5:30 P.M.**

**1. Call to Order & Pledge of Allegiance.** – Mayor Ramos called the meeting to order. The meeting was held at the City Council Chambers located at 803 West Holland Avenue and via Zoom conference in the City of Alpine, Texas. Mayor Ramos led the pledge of allegiance to the flags.

**2. Determination of a Quorum and Proof of Notice of the Meeting** – Councilor Judy Stokes, Councilor Chris Rodriguez, Councilor Sara Tandy, and Councilor Martin Sandate attended at the City Council Chambers. Councilor Johnson was not present with an excused absence. Interim City Manager, Megan Antrim, and City Secretary, Geoffrey Calderon, attended at the City

Council Chambers. City Secretary, Geoffrey Calderon, reported that the agenda was posted at 2:30 P.M. on July 16, 2021.

3. **Public Comments** – (limited to 3 minutes per person) – Dr. Avinash Rangra,
4. **Presentation, Recognitions, and Proclamations** – (A. Ramos, Mayor) – None
5. **Reports** – Copies of the charts presented during the meeting are posted on the City website at [www.cityofalpine.com/cmreports](http://www.cityofalpine.com/cmreports).

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

**City Attorney's Report** – None

**City Manager Report** –

- Finance Update
- Paving Update

**City Staff Updates** –

- Municipal Court Update by Honorable Judge Jodi Cole

6. **Public Hearings** –

- Public Hearing to obtain citizen views and comments on the second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances.

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 July 6, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)
2. Approval of job description for Director of Utilities (M. Antrim, Interim City Manager)

**Councilor Stokes requested to remove item one (1) from the normal sequence of the consent agenda. Item one (1) was moved to Action Items.**

**RESOLUTION 2021-07-24:** Motion was made by Councilor Stokes to approve the job description of the Director of Utilities. The motion was seconded by Councilor Sandate. The motion was unanimously adopted.

**8. Information or Discussion items –**

1. Discussion regarding the request for the paving of a taxiway at the Alpine Casparis-Municipal Airport (J. Stokes, City Council)
2. Discussion regarding the proposed Noise Ordinance (M. Antrim, Interim City Manager)
3. 2022-2026 Capital Improvement Plan Update (M. Antrim, Interim City Manager)

**(6:52 P.M.) Mayor Ramos called a short recess.**

**(6:58 P.M.) Meeting resumed.**

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

***Item 1 from the consent agenda was moved to action items:***

**Approval of July 6, 2021 Regular Meeting Minutes (M. Antrim, Interim City Manager)**

**RESOLUTION 2021-07-25:** A Motion was made by Councilor Stokes to approve the minutes with an amendment to remove the Planning & Zoning vote totals of each candidate who applied for the Commission. The motion was seconded by Councilor Tandy. The motion was unanimously adopted.

1. **Discuss, consider, and approve the second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances (J. Stokes, City Council) –**

**RESOLUTION 2021-07-26:** A motion was made by Councilor Stokes and Seconded by Councilor Tandy to discuss, consider, and approve the second and final reading of Ordinance 2021-05-03, an ordinance amending Chapter 10 – Animals, Establishing regulations concerning Feral Cat Colonies to the Alpine Code of Ordinances. The motion was unanimously adopted.

2. **Discuss, consider, and approve the first reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council) –**

**RESOLUTION 2021-07-27:** A motion was made by Councilor Rodriguez and seconded by Councilor Stokes to discuss, consider, and approve the first reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 – City Council, Article II – Rules of Procedure to the Alpine Code of Ordinances. The motion was unanimously adopted.



3. Discuss, consider, and approve the first reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine (M. Sandate, City Council) –

**RESOLUTION 2021-07-28:** A motion was made by Councilor Sandate and Seconded by Councilor Tandy to discuss, consider, and approve the first reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine. The motion was unanimously adopted.

**RESOLUTION 2021-07-29:** A Motion made by Councilor Rodriguez to abandon the unimproved portion of South Walker Street located between Blocks 34 & 35 in Hancock Addition to the City of Alpine. The motion was not seconded. The motion was lost.

4. Discuss, consider, and approve a Special Use Permit Application for the establishment of a retail & alcohol drive through store. Property is located at 300 S. Cockrell St. Legal description being Lot one (1) through five (5), six (6), seven (7), eight (8), & ten (10), Block thirty-five (35), Subdivision: Hancock. Owner of record is Ryan & Marisol Skelton (M. Antrim, Interim City Manager) –

**RESOLUTION 2021-07-30:** A motion was made by Councilor Tandy and seconded by Councilor Sandate to approve the special use permit application for the establishment of a retail & alcohol drive through store. The motion was unanimously adopted.

5. Discuss, consider, and approve appointment for Planning & Zoning Commission vacancy, one ward 2 position:

a. Deborah Derden

(M. Antrim, Interim City Manager)

**RESOLUTION 2021-07-31:** A motion was made by Councilor Rodriguez and seconded by Councilor Tandy to discuss, consider, and approve appointment for Planning & Zoning Commission vacancy, one ward 2 position, Deborah Dearden recommended by Planning & Zoning. No vote was taken. The motion was lost.

**RESOLUTION 2021-07-32:** A motion to table the matter was made by Councilor Tandy and seconded by Councilor Stokes. Councilor Stokes, Councilor Tandy, and Councilor Sandate voted for. Councilor Rodriguez voted against. The motion was adopted 3 to 1.

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

(7:29 P.M.) **RESOLUTION 2021-07-33:** A motion was made by Councilor Tandy and seconded by Councilor Sandate to move into executive session. The motion was unanimously adopted.

11. Executive Session –

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

1. Update on pending litigation - Creswell Suit - TML assigned legal counsel (M. Antrim, Interim City Manager)

**(7:40 P.M.) RESOLUTION 2021-07-34:** A motion was made by Councilor Tandy to reconvene regular session. The motion was seconded by Councilor Sandate. The motion was unanimously carried.

**12. Action – Executive Session**

1. Action, if any, on pending litigation - Creswell Suit - TML assigned legal counsel (M. Antrim, Interim City Manager) –

**No action was taken.**

**13. Adjourn. (7:41 P.M.)**

**ATTEST:**

\_\_\_\_\_  
Andres “Andy” Ramos, Mayor

\_\_\_\_\_  
Geoffrey R. Calderon, City Secretary

**CERTIFICATION**

I, Geoffrey R. Calderon, Interim City Secretary, hereby certify that this notice was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted at 2:30 P.M. on July 16, 2021, 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 City Secretary’s Office at (432) 837-3301, option 1, or email [city.secretary@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) for further information.

\_\_\_\_\_  
Geoffrey R. Calderon, Interim City Secretary

2. Approval of job description for the Building Official position (M. Antrim, Interim City Manager)

# **Building Official**

**Department:** Building Services

\$51,209.60 - \$82,492.80 Annually

**Division:** N/A

\$4,267.19 - \$6,874.40 Monthly

**Supervisor:** City Manager

\$24.62 - \$39.66 Hourly

**Salary:** Exempt

**Status:** Full-Time

**Education and Experience:** High School Diploma or Equivalent. A minimum of one year of experience in construction, inspection, plan review and code enforcement (or any equivalent combination of training and experience) with working knowledge in the areas of architectural, mechanical, electrical, plumbing systems, and sprinkler and fire alarm systems.

**Licenses and Certificates:** This position requires a Texas Class "C" Driver's License. ICC certification in any one trade such as Building, Mechanical, Electrical or Plumbing required. ICC Certified Building Official or Master Code Professional certification. TDLR Code Enforcement license preferred (or within 12 months).

## **General Purpose**

Performs plan reviews and inspections of new and existing residential, commercial, and industrial projects to ensure compliance with codes, ordinances and regulations. This includes inspecting projects and materials, preparing daily reports, entering inspection reports, coordinating departmental activities with contractors and utility companies. Also performs code enforcement through issuance of warning notices, stop work orders and correction notice and administers fines for violations; and performs related work as required. This position will require some face to face and phone time with the public regarding permitting and building codes.

## **Typical Duties**

Works as a team with the permits and code enforcement to ensure smooth operating of the Building Services Department. Coordinates all inspection activities and reviews of structural, non-structural, mechanical, electrical and plumbing.

Interacts with contractors, engineers, architects and others engaged in construction plans for the compliance of codes. Visits work sites to perform inspections including, but not limited to: zoning, location of property, footing and foundation, frame, electrical, plumbing to ensure compliance with Federal, State and local building codes.

Writes citations or stops work in progress, depending upon the nature of the infraction; follows up on all corrective action by reviewing and re-inspecting to assure corrections have been made. Documents actions, issues citations and testifies in court as required. Maintains construction building inspecting files and logs; prepares reports, correspondence and requests for progress payments.

Coordinates with other agencies, such as utility companies, to ensure that all requirements are met before issuance of a certificate of occupancy.

Contributes to, and may develop customer information bulletins, newsletters and other outreach and informational materials.

# **Building Official**

**Department: Building Services**

**Division: N/A**

**Supervisor: City Manager**

**Salary: Exempt**

**Status: Full-Time**

**\$51,209.60 - \$82,492.80 Annually**

**\$4,267.19 - \$6,874.40 Monthly**

**\$24.62 - \$39.66 Hourly**

## **Knowledge, Skills and Abilities**

- Coordinates all inspection activities.
- Performs sewer tie in inspection in accordance with the adopted Plumbing Code.
- Receives inspection requests and complaints concerning code violations; identifies and documents building violations; prepares and issues notices to comply, follows up on all corrective action by reviewing and re-inspecting construction sites to assure corrections have been made.
- Refers zoning, fire code, and other violations to appropriate municipal officers and clears records or refers case for legal action as appropriate.
- Receives telephone calls and meets face to face with public, handles questions of a general or technical nature. Directs other to the appropriate bodies; assists applicants in filling out forms and applications.
- Inspects construction and reviews plans of new or existing residential and commercial buildings in accordance with codes adopted by the City of Alpine as needed.
- Through routine inspection activities, ensures compliance to codes adopted by the State, Federal codes, local ordinances and any other local amendments.
- Ensures that inspections are performed within reasonable turnaround times.
- Inspects properties and materials for compliance with plans, specifications and codes, including both new and existing structures.
- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems.
- Maintains construction building inspecting files and logs; prepares reports, correspondence and requests for progress payments.
- Interacts with contractors, engineers, architects and others engaged in all regarding progress, scheduling, project problems, plan interpretations, specification interpretation, testing and field measurements; may coordinate the work of consultants for testing and special inspections.
- May perform special inspections.
- Coordinates inspection-related activities with contractors and utility companies, including conducting pre-construction meetings.
- Develop the annual budgets and collectively monitor the progress of the budget throughout each fiscal year.
- Oversee outside services contracts.
- Hire, assign, supervise, and evaluate department staff. Assist with hiring and evaluation of other City personnel and ensures that his/her and all employees under his/her direction, comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Serve as liaison to other City departments and outside organizations; respond to information requests, general citizen inquiries, and ensure positive public relations and excellent customer service.
- Interact with the public displaying a high degree of courtesy, tact, compassion and poise.
- Performs other duties as required or necessary.

## Building Official

Department: Building Services

Division: N/A

Supervisor: City Manager

Salary: Exempt

Status: Full-Time

\$51,209.60 - \$82,492.80 Annually

\$4,267.19 - \$6,874.40 Monthly

\$24.62 - \$39.66 Hourly

### Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Advanced computer skills and software knowledge (MS Office).
- Work is performed in both an office and field environment.
- Exposure to rough adverse terrain, construction sites, heavy equipment, inclement weather, and extended periods of close detailed work with CADD and GIS software.
- Exposure to hazardous environmental conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens.
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Employee's Printed Name

**8. Information or Discussion items –**

1. Discussion regarding the hiring of a full-time City Manager and a full-time City Attorney (C. Rodriguez, City Council)
2. Discussion of the proposed noise ordinance (M. Antrim, Interim City Manager)

1. Discussion regarding the hiring of a full-time City Manager and a full-time City Attorney (C. Rodriguez, City Council)



2. Discussion of the proposed noise ordinance (M. Antrim, Interim City Manager)

## **Noise Management in Alpine, Tx**~~Specific regulations for outdoor music.~~

**Applicability.** Sections 33 and 34 Chapter 94 of the Alpine Code of Ordinances define the regulations for management of noise associated with motor vehicles. The purpose of this ordinance is to document proposed changes to Chapter 54, Article IV with the intent of adding a new Division 3 - Noise Management. ~~This Ordinance is applicable to outdoor music venues that are on property.~~

### **Intent**

**The intent of the noise management ordinance is aimed at providing guidelines for noise management that maintains reasonable expectation for noise in the community while enabling music venues to operate and meet their customer needs. Noise can be a subjective**

### **Definitions.**

The following words and terms, when used in this ordinance, have the following meanings unless otherwise clearly indicated. All technical definitions not defined in this section will be interpreted in accordance with applicable publications and standards of the American National Standards Institute (ANSI).

*Chief of police* means the Chief of Police of the City of Alpine or his designated representative.

*Decibel (dB)* means the unit of measurement for sound pressure level at a specific location.

*Outdoor music venue* means a commercial property where sound equipment is used to amplify sound that is:

- 1) Not fully enclosed by permanent, solid walls and a roof; or
- 2) Allowed to project out of an exterior doorway that is routinely **left open for an extended period of time.**

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**Noise means any sound or noise that comes from a residential or commercial district that is not an outdoor music venue.**

*Plainly audible* means any sound or noise from any source that can be clearly heard by a person with normal hearing faculties at a distance of 200 feet or more from the real property line of the source of the sound or noise.

*Real property line* means either:

- 1) The imaginary line, including its vertical extension, that separates one parcel of real property from another; or

2) The vertical and horizontal boundaries of a dwelling unit in a multi-dwelling unit building.

*Sound equipment* means a loud speaker, public address system, amplification system, or other sound-producing device.

*Sound level* means the instantaneous sound pressure level measured in decibels with a sound level meter set for A-weighting on slow integration speed.

### Noise measurement procedures.

*Measurement with sound level meter.*

Noise levels will be measured in decibels (dB).

Measurements recorded must be taken so as to provide a proper representation of the sound being measured.

Measurements will be taken at the property line, or in the case of an outdoor music venue, 200 feet from the property line where the sound or noise is being produced.

### Restrictions on time and decibel levels.

Daytime/Nighttime Hours identification

	Daytime	Nighttime
Sunday to Thursday	10a-10p	10:01p-9:59a
Friday and Saturday	10a-Midnight	12:01a-9:59a

It shall be a violation for the owner and/or tenant of a property or an outdoor music venue to operate sound equipment in excess of the decibel limits set out in this section.

Table I

	Daytime	Nighttime
Residential	55 (dB)	50 (dB)
Commercial and Industrial	80(dB)	75 (dB)

Citation for violation of this ordinance shall be to the owner and/or tenant of the property who is responsible for the noise-generating event.

### Special Event Noise Regulations.

Said outdoor live music venues are exempt during the hours set forth below:

*(Question from Music Advisory Board: does this exemption mean that Outdoor Venues have no limit at all to their volume during these hours?)*

From noon to 6:00 p.m. on week days for sound check(s);

From 6:00 p.m. to 10:00 p.m. on week days for sound check(s) and/or live performances;

From noon to 10:00p.m. on Sunday for sound checks and/or live performances; and

From 10:00 a.m. to midnight on Friday, Saturday and federal holidays for sound checks and/or performances.

Except for the exemption set forth above, said outdoor live music venues are subject to the other requirements of this ordinance, specifically including the requirements of Table I.

Live music events in Residential districts may upon request be issued a single-use permit allowing them to meet the Commercial & Industrial sound limits in Table II during the exemption hours listed above.

### **Enforcement procedures, penalties, and other remedies.**

The city police department has primary, but not exclusive, enforcement responsibility for this ordinance. The city council and chief of police both maintain the right to designate other agencies or departments to enforce this ordinance as needed.

The enforcement official has the authority to have any device removed or toned down instantly until it can be otherwise operated in compliance with this ordinance.

Persons cited for violations of any part of this ordinance will be fined in accordance to this ordinance.

Violations of this ordinance are also hereby subject to abatement by means of a restraining order or injunction issued by a court of competent jurisdiction.

The penalty is a Class "C" misdemeanor and fine amounts will be set by City Council and are not to exceed the amount of \$500.00.



Megan Antrim <megan.antrim@ci.alpine.tx.us>

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## Noise Ordinance

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**Police Chief** <chief.police@ci.alpine.tx.us>

Wed, Jul 28, 2021 at 11:05 AM

To: Megan Antrim <megan.antrim@ci.alpine.tx.us>

Cc: Christopher Ruggia <chris@visitalpinetx.com>

Good morning

In creating this ordinance my first question is how far from the source does the city council want the music (dB level) measured, at the source, 100', 200' etc....

Addressing the door being open on a business, I suggest Table I be followed rather the door is open or not.

On the issuance of a citation, I would like for the city council to advise who will receive the citation, owner and/or tenant or who holds the occupancy permit. I would also like for any outdoor venues to pull a permit. By pulling this permit it would make that person aware of the rules and dB levels allowed and times allowed and is the responsible of the person pulling the permit.

I am opposed to allowing a single-use permit in a residential area to allow the higher level dB readings (commercial) but this is council's decision.

Thanks, Robert

[Quoted text hidden]

# Call Search Results

ALPINE PD

X0220100

309 W SUL ROSS AVE ALPINE TX 7983

Event #	Create When	Location	Caller	Type   Disposition	Dispatcher	Primary
1-000523	01/15/2021 16:11:08	700 BIK EGALLEGO		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	611
Comments:		ADV LOUD MUSIC COMING FROM VEHICLE THAT IS PARKED IN GARAGE				
1-000530	01/15/2021 21:04:04	800 BIK EHOLLAND AVE		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	611
Comments:		ADV OUT WITH X2 INDIV WALKING WITH A SPEAKER THAT IS BLARING LOUD MUSIC				
1-000769	01/22/2021 18:22:07	DURRELL		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	612
Comments:		ADV LOUD MUSIC COMING FROM AREA ADV SOUNDS LIKE ITS COMING FROM A BOOM BOX				
1-000871	01/25/2021 22:21:55	S16TH		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	612
Comments:		ADV LOUD MUSIC				
1-000969	01/28/2021 17:43:24	DURRELL	ANONYMOUS, ANONYMOUS	LOUD MUSIC   UNABLE TO LOCATE	SPORTILLO	612
Comments:		ADV LOUD MUSIC				
1-001274	02/07/2021 15:51:27	700 BIK EGALLEGO		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	612
Comments:		ADV INDIV IS PLAYING MUSIC LOUDLY FROM HIS CAR ADV HE CAN HEAR THE BASS FROM HIS HOUSE A BLOCK AND A HALF AWAY				
1-001275	02/07/2021 16:33:46	DURRELL		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	608
Comments:		ADV LOUD MUSIC				
1-001940	02/27/2021 12:31:09	900 BIK W. FORT DAVIS		LOUD MUSIC   INFORMATION TAKEN	WROMERO	607
Comments:		CALLER ADV THAT THERE IS LOUD MUSIC COMING FROM 900 W. FORT DAVIS AND HE WOULD LIKE AN OFFICER TO HAVE THEM TURN IT DOWN				
1-002752	03/22/2021 13:42:22	700 BIK EE GALLEGO		LOUD MUSIC   UNABLE TO LOCATE	SHEDGEPEETH	607
Comments:		ADV CALLER IS REPORTING AN INDV PLAYING HIS MUSIC WAY TO LOUD THAT IT IS MAKING HIS HOUSE SHAKE				
1-003626	04/13/2021 18:24:47	1100 BIK WW AVE J AVE		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	608
Comments:		REQ OFFICER IN REF TO THE HOUSE NEXT TO HIM PLAYING LOUD MUSIC ADV HE CAN FEEL THE BASS ALL THE WAY INTO HIS HOUSE				
1-003651	04/14/2021 15:52:17	400 BIK EE GALLEGO		LOUD MUSIC   ASSIGNMENT COMPLETE	SPORTILLO	608
Comments:		ADV LOUD MUSIC				
1-003761	04/18/2021 23:57:03	1100 BIK WW AVE J AVE		LOUD MUSIC   UNABLE TO LOCATE	RDELUCA	610
Comments:		CALLER REQ. AN OFFICER IN REF TO A NEIGHBOR PLAYING LOUD MUSIC ACROSS FROM HER RESIDENCE DIRECTLY CADDY CORNER.				

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Call Search Results

ALPINE PD

X0220100

309 W SUL ROSS AVE ALPINE TX 7983

Event #	Create When	Location	Caller	Type   Disposition	Dispatcher	Primary
1-004018	04/24/2021 23:13:44	800 Blk EE AVE E AVE		LOUD MUSIC   ASSIGNMENT COMPLETE	RDELUCA	611
Comments: CALLER REQ. AN OFFICER IN REF TO A CAR PLAYING LOUD MUSIC AT STRIPES. CALLER ADV SHE LIVES IN THE AREA.						
1-004621	05/14/2021 19:21:01	1800 Blk EASY ST ST		LOUD MUSIC   ASSIGNMENT COMPLETE	SHEDGEPEETH	609
Comments: ADV CALLER REPORTING THAT THERE IS LOUD MUSIC COMING FROM EASY ST CALLER ADV THAT SHE HAS ALSO HAD TO CALL LAST WEEK ABOUT THE SAME PEOPLE						
1-004924	05/25/2021 22:46:21	1300 Blk WW. AVE I AVE		LOUD MUSIC   UNABLE TO LOCATE	WROMERO	609
Comments: ADV THE MOBILE HOME ON THE SOUTH END OF 16TH STREET HAS LOUD MUSIC PLAYING. REQ AN OFFICER HAVE THEM TURN IT DOWN						
1-005240	06/05/2021 19:54:50	500 Blk SS. COCKRELL ST ST		LOUD MUSIC   ASSIGNMENT COMPLETE	WROMERO	609
Comments: CALLER ADV THAT THERE IS VERY LOUD MUSIC COMING FROM A HOUSE AT THE VERY SOUTH END OF COCKRELL. ADV THAT HE DOES NOT HAVE A DESCRIPTION OF THE HOUSE OR THE ADDRESS						
1-006014	07/03/2021 22:29:43	400 Blk SS. 3RD		LOUD MUSIC   INFORMATION TAKEN	WROMERO	607
Comments: CALLER ADV THAT THERE IS LOUD MUSIC SOMEWHERE IN THE AREA. ADV THAT THERE IS LOUD BASS. ADV SHE DOES NOT KNOW WHERE IT IS COMING FROM.						
1-006106	07/06/2021 23:55:11	1200 Blk WW AVE F AVE	ANONYMOUS, ANONYMOUS	LOUD MUSIC   ASSIGNMENT COMPLETE	RDELUCA	610
Comments: CALLER REQ. AN OFFICER IN REF TO LOUD MUSIC. CALLER ADV SHE WANTS TO REMAIN AN ANONYMOUS CALLER.						
1-006247	07/11/2021 21:27:05	1800 Blk EASY		LOUD MUSIC   INFORMATION TAKEN	WROMERO	611
Comments: CALLER ADV THAT THERE IS LOUD MUSIC COMING FROM THE						
1-006273	07/12/2021 22:40:16	STOCKTON/9TH	ANONYMOUS, ANONYMOUS	LOUD MUSIC   UNABLE TO LOCATE	WROMERO	610
Comments: CALLER ADV THAT THERE IS LOUD MUSIC COMING FROM SOMEWHERE NEAR STOCKTON ANT 9TH						
1-006393	07/17/2021 22:45:12	1600 Blk WW. MURPHY		LOUD MUSIC   ASSIGNMENT COMPLETE	WROMERO	607
Comments: CALLER ADV THAT THERE IS LOUD MUSIC COMING FROM THE HOUSE ACROSS THE STREET FROM HER HOUSE. REQ AN OFFICER ASK THEM TO TURN IT DOWN						

Breakdown of all Call Types (signals)		Count
LOUD MUSIC		21

Breakdown of Dispositions		Count
ASSIGNMENT COMPLETE		13
INFORMATION TAKEN		3
UNABLE TO LOCATE		5

Count:	21
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# Call Search Results

ALPINE PD

X0220100

309 W SUL ROSS AVE ALPINE TX 79833

Event #	Create When	Location	Caller	Type   Disposition	Dispatcher	Primary
1-000004	01/01/2021 00:55:49	800 Blk 16TH		NOISE   ASSIGNMENT COMPLETE	BJONES	609
Comments: CALLER ADV THAT A RESIDENCE AT THE SOUTHERN END OF 16TH STREET IS PLAYING LOUD, BASS-HEAVY MUSIC.						
1-000487	01/14/2021 18:11:32	1300 Blk WAVE I		NOISE   ASSIGNMENT COMPLETE	SPORTILLO	606
Comments: ADV REQ OFFICERS TO GO BY THE SOUTH END OF 16TH ST IN REF TO A HOME OR POSSIBLY VEHICLE PLAYING REALLY LOUD MUSIC ADV THE BASS IS SO LOUD SHE CANT HEAR HER TV						
1-001008	01/30/2021 07:09:14	400 Blk WHOLLAND AVE		NOISE   UNABLE TO LOCATE	RDELUCA	607
Comments: CALLER REQ. AN OFFICER IN REF TO A NOISE COMPLAINT.						
1-001048	01/31/2021 02:20:56	800 Blk NORANGE ST		NOISE   ASSIGNMENT COMPLETE	BJONES	611
Comments: CALLER ADV THERE IS A LOUD PARTY BEING HELD IN THE APARTMENT AND PEOPLE ARE BEING LOUD ON THE BALCONY NEAR IT AS WELL.						
1-001227	02/05/2021 23:28:59	S16TH		NOISE   LOCATED	RDELUCA	611
Comments: CALLER REQ. AN OFFICER IN REF TO LOUD BASE MUSIC COMING BEHIND HER HOUSE ON SOUTH 16TH, ADV IT IS A SINGLE WIDE MOBILE HOME.						
1-001228	02/06/2021 00:20:12	800 Blk WHOLLAND AVE		NOISE   UNABLE TO LOCATE	RDELUCA	611
Comments: CALLER REQ. AN OFFICER IN REF TO A NOISE COMPLAINT O A VEHICL AT THE CAR WAS PLAYING MUSIC. ADV DID NOT GET A DESCRIPTION OF THE VEHICLE SINCE IT WAS ON THE CORNER AND COULD NOT SEE.						

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# Call Search Results

ALPINE PD

X0220100

309 W SUL ROSS AVE ALPINE TX 7983

Event #	Create When	Location	Caller	Type   Disposition	Dispatcher	Primary
1-001834	02/24/2021 19:16:31	700 BIK E GALLEGO		NOISE   UNABLE TO LOCATE	JSAUCEDO	607
Comments: ADV NOISE COMPLAINT						
1-001838	02/24/2021 23:21:02	S 16TH		NOISE   ASSIGNMENT COMPLETE	BJONES	610
Comments: CALLER ADV A MOBILE HOME ON THE FAR SOUTHERN END OF SOUTH 16TH STREET HAS BEEN PLAYING BASS-HEAVY MUSIC FOR APPROXIMATELY 30 MINUTES.						
1-002762	03/22/2021 23:21:10	300 BIK NN JOE BAILEY ST ST		NOISE   ASSIGNMENT COMPLETE	RDELUCA	611
Comments: CALLER REQ. AN OFFICER IN REF TO LOUD MUSIC PLAYING DUE TO CONTRACTORS WORKING ON THE RESIDENCE AT 311 JOE BAILEY ST. ADV THE HOUSE IS 2 DOORS DOWN FROM HER HOUSE AND ADV THIS IS THE 3RD NIGHT THEY HAVE CAUSED A NOISE DISTURBANCE.						
1-002815	03/25/2021 00:53:56	801 BIK NN ORANGE ST ST		NOISE   UNABLE TO LOCATE	BJONES	609
Comments: CALLER ADV THE INDV IN APARTMENT 38 IS PLAYING MUSIC AT A HIGH VOLUME.						
1-002858	03/26/2021 12:47:06	400 BIK EE GALLEGO AVE		NOISE   UNABLE TO LOCATE	RDELUCA	607
Comments: CALLER ADV AN INDIV IS PLAYING LOUD IN THEIR VEHICLE. ADV THAT HE CAN FEEL THE VIBRATIONS.						

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# Call Search Results

ALPINE PD

X0220100

309 W SUL ROSS AVE ALPINE TX 7983

Event #	Create When	Location	Caller	Type   Disposition	Dispatcher	Primary
1-004044	04/25/2021 22:44:28	800 BIK WW AVE F AVE ADV REQ TO MAKE A NOISE COMPLAINT. ADV A RESIDENCE IN THE AREA IS PLAYING REALLY LOUD MUSIC		NOISE   ASSIGNMENT COMPLETE	DRUBIO	611
Comments:						
1-004377	05/06/2021 23:21:03	AVE B/6TH CALLER ADV SHE CAN HEAR LOUD MUSIC IN THE AREA.		NOISE   ASSIGNMENT COMPLETE	BJONES	611
Comments:						
1-004378	05/06/2021 23:36:52	7TH/AVE A CALLER ADV HE CAN HEAR LOUD MUSIC IN THE AREA.		NOISE   ASSIGNMENT COMPLETE	BJONES	610
Comments:						
1-004379	05/07/2021 00:10:25	500 BIK TIPPETT PL PL CALLER ADV THE NOISE COMING FROM THE CRYSTAL BAR IS EXCESSIVE.		NOISE   INFORMATION TAKEN	BJONES	
Comments:						
1-004380	05/07/2021 00:25:32	400 BIK EE HOLLAND AVE AVE ADV SPEAKING TO THE BAR ABOUT THE NOISE AND PERFORMING A BAR CHECK		NOISE   ASSIGNMENT COMPLETE	BJONES	610
Comments:						
1-004413	05/07/2021 21:17:10	300 BIK WW SUL ROSS AVE AVE ADV 608 OUT WITH DECIBEL METER		NOISE   ASSIGNMENT COMPLETE	SHEDGEPEETH	608
Comments:						
1-004420	05/08/2021 01:19:07	GALLEGO AVE CALLER ADV THE NOISE COMING FROM THE CRYSTAL IS EXCESSIVE.		NOISE   INFORMATION TAKEN	BJONES	
Comments:						
1-004459	05/08/2021 21:24:19	EASY ST ADV CALLER REPORTING LOUS MUSIC PLAYING AT A HOUSE ON EASY ST CALLER ADV SHE DOES NOT KNOW THE HOUSE ADDRESS BUT IS COMING FROM THAT STREET		NOISE   ASSIGNMENT COMPLETE	SHEDGEPEETH	612
Comments:						
1-004592	05/13/2021 23:52:50	800 BIK NN ORANGE ST ST CALLER ADV HIS NEIGHBORS ON APARTMENT 56 HAVE BEEN PLAYING LOUD MUSIC FOR APPROXIMATELY 5 HOURS NOW.		NOISE   ASSIGNMENT COMPLETE	BJONES	609
Comments:						

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Printed on: 7/20/2021 12:11:56

# Call Search Results

## ALPINE PD

X0220100

309 W SUL ROSS AVE ALPINE TX 7983

Event #	Create When	Location	Caller	Type   Disposition	Dispatcher	Primary
1-004782	05/20/2021 23:30:32	1300 Blk WW AVE I AVE		NOISE   ASSIGNMENT COMPLETE	BJONES	611
Comments:		CALLER ADV THAT THE HOUSE AT THE VERY END OF SOUTH 16TH ST HAS BEEN PLAYING LOUD, BASS-HEAVY MUSIC FOR ABOUT AN HOUR NOW.				
1-004841	05/22/2021 23:30:31	500 Blk WW AVE H AVE		NOISE   ASSIGNMENT COMPLETE	BJONES	610
Comments:		CALLER ADV THAT THERE IS LOUD MUSIC COMING FROM THE AMERICAN LEGION.				
1-004842	05/22/2021 23:51:36	500 Blk WW AVE H AVE		NOISE   ASSIGNMENT COMPLETE	BJONES	611
Comments:		CALLER ADV THAT THE MUSIC IS STILL LOUD. ADV THAT IT WAS TURNED DOWN FOR A BIT BUT THE VOLUME RESUMED AFTERWARDS.				
1-004844	05/23/2021 00:51:04	300 Blk WW SUL ROSS AVE		NOISE   INFORMATION TAKEN	BJONES	
Comments:		ADV RECEIVED APPROXIMATELY 10 CALLS FROM SHARON KELLER RELATING TO THE NOISE COMING FROM THE AMERICAL LEGION BETWEEN 2330 AND 0041.				
1-004897	05/24/2021 20:19:26	1800 Blk EASY ST		NOISE   ASSIGNMENT COMPLETE	SPORTILLO	612
Comments:		CALLER ADV THAT SOMEONE ON EASY STREET JUST BEHIND THE ALPINE RETIREMENT COMMUNITY IS PLAYING VERY LOUD MUSIC. ADV THAT SHE WOULD LIKE AN OFFICIAL HAVE THEM TURN IT DOWN				
1-005027	05/28/2021 23:40:13	SOUTH 16TH ST		NOISE   ASSIGNMENT COMPLETE	BJONES	609
Comments:		CALLER ADV THERE IS LOUD, BASS-HEAVY MUSIC COMING FROM THE HOME AT THE SOUTHERN END OF 16TH ST				
1-005611	06/18/2021 23:35:43	S 16TH		NOISE   UNABLE TO LOCATE	BJONES	607
Comments:		CALLER ADV THE HOUST AT THE VERY END OF SOUTH 16TH STREET IS PLAYING LOUD, BASS-HEAVY MUSIC.				
1-006217	07/10/2021 23:43:51	300 Blk WW SUL ROSS AVE		NOISE   ASSIGNMENT COMPLETE	BJONES	610
Comments:		CALLER ADV THAT THE NOISE COMING FROM THE LEGION IS EXCESSIVE AT THIS TIME.				
1-006220	07/11/2021 00:40:08	400 Blk EE HOLLAND AVE		ANONYMOUS, ANONYMOUS NOISE   ASSIGNMENT COMPLETE	BJONES	607
Comments:		CALLER ADV THE NOISE COMING FROM THE CRYSTAL BAR IS EXCESSIVE AT THIS TIME.				

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Printed on: 7/20/2021 12:11:56

# Call Search Results

## ALPINE PD

X0220100

309 W SUL ROSS AVE ALPINE TX 7983

Event #	Create When	Location	Caller	Type   Disposition	Dispatcher	Primary
1-006394	07/18/2021 00:20:36	900 BIK NN ORANGE ST ST CALLER ADV THERE IS LOUD MUSIC COMING FROM THE DIRECTION OF PEACH TREE CIRCLE OR EASY STREET.		NOISE   ASSIGNMENT COMPLETE	BJONES	610
Comments:						
1-006395	07/18/2021 00:29:48	1600 BIK WW MURPHY CALLER ADV THAT THERE IS LOUD MUSIC IN THE AREA.		NOISE   ASSIGNMENT COMPLETE	BJONES	607
Comments:						
1-006512	07/24/2021 00:22:09	400 BIK EE HOLLAND AVE AVE CALLER ADV THAT THE MUSIC COMING FROM THE OLE CRYSTAL BAR IS EXCESSIVE. ADV HE CAN HEAR IT FROM HIS HOME NORTH OF SRSU.		NOISE   ASSIGNMENT COMPLETE	BJONES	607
Comments:						
1-006574	07/27/2021 01:59:20	1200 BIK WW SETH ST ST CALLER REQ. AN OFFICER IN REF TO NOISE/LOUD MUSIC. CALLER ADV THERE IS A MALE YELLING AT A FEMALE. CALLER ADV THAT SHE KNOWS THE FEMALE IS NAMED JENNIFER, BUT DOES NOT KNOW THE NAME OF THE MALE INDIV.		NOISE   ASSIGNMENT COMPLETE	RDELUCA	610
Comments:						

Breakdown of all Call Types (signals)		Count
NOISE		50

Breakdown of Dispositions		Count
ASSIGNMENT COMPLETE		36
INFORMATION TAKEN		5
LOCATED		1
UNABLE TO LOCATE		8

Count: 50

**9. Action items to be accompanied by a brief statement of facts, including where funds are coming**

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

1. Discuss, consider, and approve the second and final reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)
2. Discuss, consider, and approve the second and final reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine (M. Sandate, City Council)
3. Discuss, consider, and approve the first reading of Ordinance 2021-08-01, an ordinance rescinding a portion of Ordinance 2018-06-01 regarding water utility reserve funds (M. Antrim, Interim City Manager)
4. Discuss, consider, and approve Resolution 2021-08-01, a resolution re-establishing and solidifying the process for the appointment of community members to City Boards and Commissions (M. Antrim, Interim City Manager)
5. Discuss, consider, and approve Resolution 2021-08-02, a resolution rescinding the designation of a donation from Energy Partners for specific purposes (M. Antrim, Interim City Manager)
6. Discuss, consider, and approve Resolution 2021-08-03, a resolution changing the first meeting date in October from the first Tuesday to the second Tuesday to allow Council to attend the annual Texas Municipal League Conference (M. Antrim, Interim City Manager)
7. Discuss, consider, and approve Conditional Use Permit for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission. The property is located at 110 W. Murphy. Legal description being Lot 8 (eight), Block 55 (fifty-five), Original Town to the City of Alpine. Property owners of record are Liz & Hiram Sibley (M. Antrim, Interim City Manager)
8. Discuss, consider, and approve a Short Term Rental Special Use Permit for 601 E Hendryx. Owner of record is Kathryn Stucke (M. Antrim, Interim City Manager)
9. Discuss ramifications of illegal dumping and possible solutions (C. Rodriguez, City Council).
10. Discuss, consider, and approve the Interim City Manager to make staffing changes as necessary (M. Antrim, Interim City Manager)

1. Discuss, consider, and approve the second and final reading of Ordinance 2021-07-01, an ordinance amending Chapter 23 - City Council, Article II - Rules of Procedure to the Alpine Code of Ordinances (C. Rodriguez, City Council)

STATE OF TEXAS  
CITY OF ALPINE

COUNTY OF BREWSTER

**ORDINANCE 2021-07-01**

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

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

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

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

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

**SECTION I  
FINDINGS OF FACT**

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

**SECTION II  
CUMULATIVE CLAUSE**

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

**SECTION III  
SEVERABILITY CLAUSE**

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

**SECTION IV  
PROPER NOTICE AND MEETING**

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

**SECTION V  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**JULY 20, 2021**

**SECOND AND FINAL READING**

**AUGUST 3, 2021**

**ATTEST:**

\_\_\_\_\_  
**Andres "Andy" Ramos, Mayor**

\_\_\_\_\_  
**Geoffrey R. Calderon, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Rod Ponton, City Attorney**



## EXHIBIT "A"

Secs. 23-1—23-20. - Reserved.

### ARTICLE II. - RULES OF PROCEDURE<sup>11</sup>

#### Footnotes:

--- (1) ---

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

#### **Sec. 23-21. - Meetings.**

- (a) All regular city council ("council") meetings ("meeting(s)") shall normally be held at 5:30 p.m. at Council Chambers, 803 W. Holland, Alpine, Texas on the first and third Tuesdays of every month, except December when only a first Tuesday meeting shall be held. Special council meetings may be held when necessary for the transaction of the business of the city, shall normally be held at 5:30 p.m. at Council Chambers as above, and may only be called by written request from the mayor or three councilmembers, using the form adopted by resolution, if possible; this request may be circulated by any councilmember. Posting proper notice may change the location or time, or part or all of any meeting. All unfinished meetings shall recess no later than completion of the agenda item pending at 9:00 p.m., unless by motion and majority vote the council decides to continue the meeting; meetings shall be recessed under the following conditions:
  - (1) If any of the five councilmembers present cannot attend the next day to reconvene, the meeting must adjourn, unless all the councilmembers who cannot attend the next day give permission to recess.
  - (2) If recessed, the meeting shall be reconvened in the same place, at the same time, and on the next day, unless by motion and majority vote the council decides to set a different time and/or place.
- (b) The mayor shall, with three councilmembers, constitute a quorum; if the mayor is absent, four councilmembers shall constitute a quorum. All rulings from the mayor or mayor pro tem on procedural or substantive matters shall be subject to appeal and reversal by motion and majority vote of council at any time. The mayor or the mayor pro tem may vote only in the case of a tie, on any meeting agenda ("agenda") item ("item(s)").
- (c) In order to ensure clarity about the position of each councilmember during a vote, the mayor or mayor pro tem shall ask for a positive statement for those in favor of a motion by stating "aye" or raising of their hand, those not in favor of a motion by stating "nay" or raising of their hand, and those who abstain from voting by stating "abstain" or raising of their hand.

- (d) The mayor or mayor pro tem shall preside with fairness and impart maintaining absolute neutrality by posture, demeanor, action and language during all meetings. The mayor shall not:
  - (1) Restrict orderly speech, in any way, of any councilmember's or city manager's presentation of any item.
  - (2) Restrict orderly speech, in any way, of any councilmember's or city manager's discussion of any item.
  - (3) At the written request of any councilmember or the mayor, the department heads of finance, public works, gas and utilities, along with the police chief, shall attend meetings until dismissed by a majority vote of the council under Item B or any subsequent item in the order of business, or until the meeting is adjourned. The specific topic the department head needs to address should be included in the written request. Citizens or anyone attending a meeting shall be given an opportunity to ask questions on the specific topic before city staff are dismissed.
- (e) The mayor, any councilmember, or the city manager ("manager") may place items on any meeting agenda ("agenda"); ~~using the form adopted by resolution if possible~~ by submitting their request in writing to the city manager or city secretary. All resolutions or ~~ordinances~~ ordinances require sponsorship by a councilmember or the city manager. The manager is responsible for the preparation of the agenda, but may not alter submitted items without permission of the submitter. The submission deadline for all meetings is 5:00 p.m. The last submission day is Wednesday before regular meetings, or the sixth day before special meetings.
  - (1) Items shall indicate the requestor's name and sufficient explanation so that any citizen can understand the substance of the item.
  - (2) Presentations to be made during: presentations, public hearings, information and discussion/action items must meet the submission deadline listed above. The only exceptions to this are the: city mayor, city manager and city staff reports.
  - (3) Any item requiring financial expenditure by the city must identify the line item of the budget the expenditure will come from or the financing strategy to be utilized by the city or the future budget requirements. The city manager will be available (and make staff available) to help ~~pull~~ assemble the back-up information together at the elected official's request.
  - (4) Information packets with back-up materials will be delivered to the mayor and city council members by 5:00 p.m. on the Friday prior to the council meeting.
  - (5) A redacted version of the packets, redacting all personnel or legal materials, will be available on the city website at least 24 hours prior to the scheduled meeting.
- (f) Meetings are held pursuant to the provision of the Texas Open Meetings Act (V.T.C.A., Government Code ch. 551). Citizens desiring to address the city council, or express their opinion about a particular meeting agenda action item are limited to three minutes.
- (g) Before a vote is taken on any item, the city secretary or designee shall read the written motion, and then shall ask whoever made the motion if the motion is correctly stated.

- (h) Robert's Rules of Order may be generally followed for procedural matters. The council may adopt or revoke any specific rules of procedure at any time by resolution. Presiding officer of meeting must adhere to meeting rules/procedures. Councilmembers are allowed to call a point of order to facilitate the running of the meeting.
  - (i) Citizen comments after the meeting can be directed to their individual councilmember or the city manager.
  - (j) Written minutes, audio recordings, and video recordings shall be made of all meetings. The official minutes should reflect what was done, not everything that was said; and as a minimum shall include:
    - (1) The text of all main motions, as amended;
    - (2) The text of all "points of order" and "appeals", along with the reason given by the mayor or mayor pro tem for the ruling of them;
    - (3) The results of the vote, both as whether the motion was "adopted" or "lost" and as the way each councilmember voted.
  - (k) The council and the city attorney shall determine who may or may not attend executive sessions.
  - (l) In all matters before the council, including a vote to hire or to terminate a city manager, the mayor may only vote in the event of a tie owing to one or more absences and/or vacancies and/or abstentions.
    - (1) The term "full city council" means the five city council members who may vote.
    - (2) Any matter requiring "a majority vote of the full city council" means such matter requires a vote of three members of the council in favor of said matter.
    - (3) No supermajority, of four votes out of five on the city council permitted to vote, in favor of hiring or terminating a city manager, is allowed by the Charter or is required.
- (Ord. No. 2015-7-01, 9-1-15; Ord. No. 2019-08-01, §§ 1—4, 9-17-19; Ord. No. 2019-12-03, 1-7-20)

**Sec. 23-22. - Order of business.**

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

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

Notice is hereby given that the City Council of the City of Alpine, Texas will hold a meeting at 5:30 P.M. on any date in the City Council Chambers at 803 West Holland, 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 (~~V.T.C.A., the Government Code~~ § Section 551.043, Texas Government Code).

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

Members of the Audience will be provided an opportunity to address the Council on any agenda item after determination of quorum and proof of notice of the meeting. Remarks will be limited to a total of 3 minutes per person. Please speak into the microphone located at the podium and state your name and address. If you have a petition or other information pertaining to your subject, please present it to the City Secretary. 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 ~~P~~personal ~~A~~attacks or meeting disruptions. If an individual continues to personally attack an elected official or staff member in a meeting, they may be barred ~~from speaking at future meetings~~. Meetings will be livestreamed on the City of Alpine official YouTube Channel at <https://www.youtube.com/c/CityofAlpine>.

#### AGENDA

1. Call to Order, Invocation and Pledge of Allegiance ~~to the Flag~~.
2. Determination of quorum and proof of notice of the meeting.
3. Public Comments (Limited to 3 Minutes ~~for each individual~~ per person).
4. Presentations, Recognitions and Proclamations.
5. Reports:
  - City Mayor's ~~r~~Report
  - City Attorney Report
  - City Manager ~~r~~Report
  - City ~~s~~Staff ~~u~~Updates.
6. Public ~~h~~Hearings.
7. Consent agenda. (Minutes, financial reports, department written reports, board appointments, etc.) —Notice to the Public—The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a councilmember, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.
8. Information ~~of~~ or discussion items.
9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to (up to) 10 per meeting). After being called upon by the Mayor or Mayor Pro Tem, Citizens are required to state their name and the Ward

in which they reside. Priority will be given to Citizens of Alpine and those who own businesses or property in the City. Individuals who do not live in or own businesses or property in the city limits of Alpine will be allowed to speak if there is time available.

10. Council members, comments and answers.
11. Executive session.
12. Action—Executive session.
13. Adjournment.

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

2. Discuss, consider, and approve the second and final reading of Ordinance 2021-07-02, an ordinance abandoning the unimproved portion of South Walker Street located between Blocks 34 and 35 in Hancock Addition to the City of Alpine (M. Sandate, City Council)

**ORDINANCE 2021-07-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS ABANDONING CERTAIN CITY SURFACE ROADWAY; RETAINING A CITY UTILITY EASEMENT FOR SAID ROADWAY; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Alpine holds a portion of unused roadway measuring approximately 222.2' x 66.5', being platted as an unimproved portion of South Walker Street located between East Gallego Avenue and Sul Ross State University's Jackson Field (shown on attached Exhibit A survey plat); and

**WHEREAS**, owing to the above location, the City will never practically utilize or improve this street as it simply dead ends into a masonry wall at Jackson Field; and

**WHEREAS**, as the City has no practical use for this roadway, abandoning the roadway is in the best interest of the City.

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

**SECTION I**

The above recitals are true, correct, and are hereby found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby approved and incorporated herein as findings of fact.

**SECTION II**

The City agrees to abandon the roadway. The City will retain a utility easement and utility access rights for current and future use pertaining to the roadway area.

**SECTION III**

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

**SECTION IV**

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

**SECTION V**

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

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF AUGUST 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**JULY 20, 2021**

**SECOND AND FINAL READING**

**AUGUST 3, 2021**

**ATTEST:**

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Andres "Andy" Ramos, Mayor

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Geoffrey R. Calderon, City Secretary

**APPROVED AS TO FORM:**

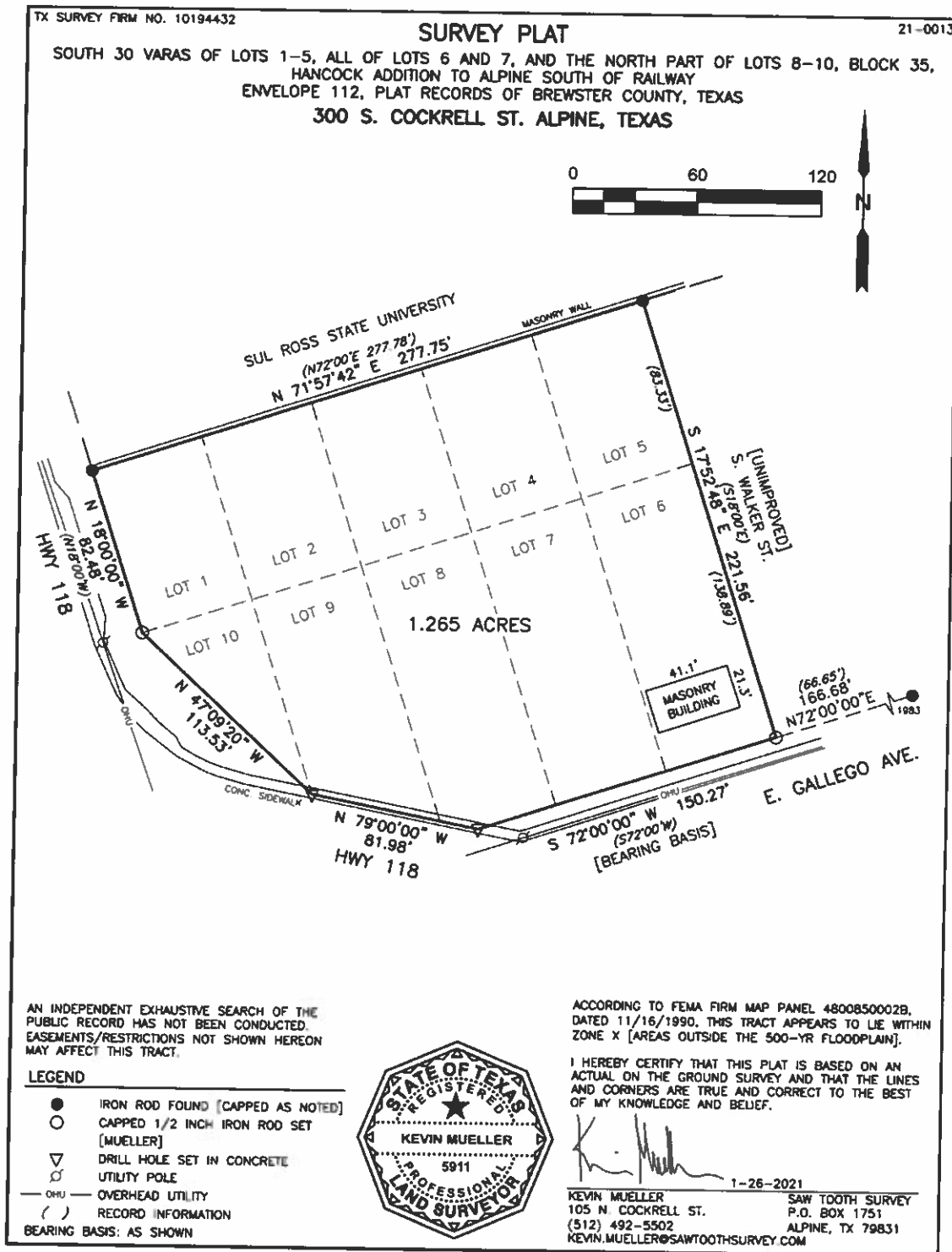
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Rod Ponton, City Attorney



# EXHIBIT "A"

## SURVEY PLAT



3. Discuss, consider, and approve the first reading of Ordinance 2021-08-01, an ordinance rescinding a portion of Ordinance 2018-06-01 regarding water utility reserve funds. (M. Antrim, Interim City Manager)

August 3, 2021

1. RE: Action Item 3 - Discuss, consider, and approve the first reading of Ordinance 2021-08-01, an ordinance rescinding a portion of Ordinance 2018-06-01 regarding water utility reserve funds. (M. Antrim, Interim City Manager)

Honorable Mayor and Councilmembers,

Ordinance 2018-06-01 allocated reserve utility funds to make improvements within the utility department (specific to SCADA and the Wastewater Treatment Plant) additional funds were also allocated for the payment towards the 2012 Series (debt associated with the WWTP). These items completed or being provided for under the operating budget. Funds are still allocated towards these projects under the ordinance and are being requested to reallocate towards the much-needed improvements at the Wastewater Treatment Plant.

Additional funds may be requested to be unallocated under this ordinance (Rate Study & Needs Assessment) towards the Wastewater Treatment Plant pending additional research to unappropriated funds.

Funds are not physically being moved. Prior ordinance allocated them specific projects. Request is to reallocate towards the Wastewater Treatment Plant. Will reflect in the City's Quarterly Investment Report.

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**ORDINANCE 2021-08-01**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS REALLOCATING PREVIOUSLY DEDICATED FUNDS IN RESERVE ACCOUNTS TO BE USED FOR WATER AND WASTEWATER IMPROVEMENTS; PROVIDING REPEALING AND SEVERABILITY CLAUSES; PROVIDING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Alpine has cause in its legislative pursuit to modify budgets, account balances, and allocation of funds that enhance the City's mission of providing quality service to the citizens of Alpine; and

**WHEREAS**, the City Council previously approved Ordinance 2018-06-01 which allocated funds for specific purposes, two of which have since been completed; and

**WHEREAS**, the water and wastewater assets of the City are in critical condition and issues with the infrastructure need to be addressed with exigency; and

**WHEREAS**, it is deemed by the City Council to be in the public interest to reallocate funds to cover capital improvements for the wastewater treatment plant.

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

**SECTION I  
FINDINGS OF FACT**

All of the premises hereto attached as Exhibit "A" are hereby found to be true and accurate representations of the changes approved by the City Council of the City of Alpine, Texas.

**SECTION II  
CUMULATIVE CLAUSE**

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

**SECTION III  
SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council of the City of Alpine that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs or sections of the

Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

**SECTION IV  
PROPER NOTICE AND MEETING**

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

**SECTION V  
EFFECTIVE DATE**

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

**PASSED AND ADOPTED THIS 3<sup>RD</sup> DAY OF AUGUST 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

**INTRODUCTION AND FIRST READING**

**AUGUST 3, 2021**

**SECOND AND FINAL READING**

**AUGUST 17, 2021**

**ATTEST:**

\_\_\_\_\_  
Andres "Andy" Ramos, Mayor

\_\_\_\_\_  
Geoffrey R. Calderon, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rod Ponton, Interim City Attorney

## **EXHIBIT “A”**

Line Item / Description

04-102-0518 – TXClass Infrastructure Reserve

Release allocated expenditures for SCADA - \$50,000

Release allocated expenditures for Sewer Plant – Office Structure – \$80,000

Release allocated debt payments toward 2021 Series – \$55,000

Total – \$185,000

Reallocate \$185,000 towards the improvements at the Wastewater Treatment Plant

4. Discuss, consider, and approve Resolution 2021-08-01, a resolution re-establishing and solidifying the process for the appointment of community members to City Boards and Commissions (M. Antrim, Interim City Manager)

THE STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

**RESOLUTION 2021-08-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS RE-ESTABLISHING AND SOLIDIFYING THE PROCESS FOR THE APPOINTMENT OF COMMUNITY MEMBERS TO CITY BOARDS AND COMMISSIONS.**

**WHEREAS**, boards and commissions of the City play a vital role in the legislative process, making invaluable recommendations to the City Council; and

**WHEREAS**, boards and commissions provide community engagement, allow residents to take part in decisions that impact the City, and provide community members with an opportunity to be active in local government; and

**WHEREAS**, the City Council recognizes the significant impact that boards and commissions have on City business and have determined that the appointment process should be re-established to better align with City ordinances and Council objectives.

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

1. In accordance with City Ordinances, board vacancies shall be filled by the City Council via recommendation of the Council Member representing the ward of the vacancy unless otherwise noted by ordinance.
2. Only a Council Member may make a recommendation to fill a board vacancy and place the item on an agenda for Council consideration unless otherwise noted by ordinance.
3. The City will discontinue use of the Boards & Commissions Application process, and an application and will no longer be required to fill board vacancies.
4. Board vacancies do not need to be recommended, approved, or discussed by an advisory board and the City Council has the sole discretion to make appointments.

**PASSED AND APPROVED THIS THE 3<sup>RD</sup> DAY OF AUGUST 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

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Andres "Andy" Ramos, Mayor

**ATTEST:**

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Geoffrey R. Calderon, City Secretary



## **EXHIBIT "A"**

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### **PLANNING & ZONING COMMISSION**

**Sec. 2-201. Created; membership; terms.**

There is created and established for the city, being a home rule municipality, a planning and zoning commission which shall be composed of seven members, five of whom shall represent one of the five election wards of the city. Two members shall be selected from the city at large. The members shall be resident citizens, taxpayers and qualified voters of the city. The members shall be recommended by a councilmember representing each ward and shall be appointed by the mayor subject to confirmation by the city council. The members shall serve terms of two years, and the terms of members shall align and coincide with that of the recommending councilmember. All vacancies shall be filled for the unexpired term in the same manner as provided for original appointments. All expired terms shall be filled as provided for original appointments and in the same manner. Members of the commission may be removed by the mayor, with the consent of the city council, after being absent from three consecutive meetings without being excused by the mayor. The reason for an absence shall be reported to the mayor or city secretary before the meeting occurs and shall be recorded in the minutes of the scheduled meeting together with the mayor's decision on the absence. Members of the building and standards commission may not also be members of the planning and zoning commission. The members of the commission shall serve without compensation. The commission shall meet at least quarterly.

(Code 1978, § 2-121; Ord. No. 2012-03-01, § 1, 4-3-2012; Ord. No. 2016-10-02, 11-1-2016)

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### **(AIRPORT) ALPINE ADVISORY BOARD**

**Sec. 14-42. Advisory board established; membership, appointment.**

There is hereby established a board to be designated the "Alpine Advisory Board," for the purposes of advising the city in planning, development and operation of the municipal airport. The board shall consist of five members appointed annually by the city council and shall have duties as set out in this article.

**Sec. 14-43. Qualifications of board members; compensation.**

To be eligible to serve on the board, each member of the board shall be a resident citizen and/or own property as a taxpayer and be a qualified voter of Brewster County, Texas. All members of the board shall serve without compensation, but shall be entitled to reimbursement for all expenses reasonably incurred by the members of the board in the performance of their duties as members of the board. Members of the board shall serve terms of two years which align and coincide with that of the appointing city official. Members missing three consecutive meetings may be dismissed from the board.

(Code 1978, § 3-2; Ord. No. 2009-07-02, 8-4-09; Ord. No. 2016-10-02, 11-1-16)

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## **PARKS & RECREATION BOARD**

### **Sec. 74-36. Board established; appointment, terms.**

There is created and established, for the city, being a home rule municipality, a parks and recreation board which shall be composed of a minimum of five members and a maximum of seven members. As a minimum five of members will represent each one of the five wards of the city. Of the additional two members, one would represent the Alpine Independent School District, the other one represent the Alpine Friends of the Park, or similar organization. The members shall be resident citizens or work in the city. The members representing each ward shall [be] recommended by a councilmember representing each ward and shall be confirmed by the city council. The two additional members shall also be confirmed by the city council. The members shall serve terms of two years, and each member's term shall align and coincide with that of the recommending councilmember. All vacancies shall be filled for the unexpired term in the same manner as provided for in the original appointments. All expired terms shall be filled as provided for in the original appointments and in the same manner. Members of the board may be removed with the consent of the city council, after being absent from three consecutive meetings without being excused by the board chairperson. The reason for an absence shall be reported to the board chairperson before the meeting occurs and recorded in the minutes of the scheduled meeting. The members of the board shall serve without compensation.

(Code 1978, § 19-1; Ord. No. 2016-10-02, 11-1-16; Ord. No. 2020-08-03, 9-1-20)

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## **ANIMAL ADVISORY BOARD**

### **Sec. 10-223. Members.**

The city council shall appoint eight members to the board. One member shall be an elected council member, one member shall be a licensed veterinarian, one member shall be a member of the Humane Society, and five members shall be residents of council wards 1 through 5. Members shall be residents and/or own property as taxpayers of the city and be qualified voters. The animal control officer shall sit on the board as the ex-officio member. A member's term is two years and shall align and coincide with that of the appointing city official. The city council shall appoint a chairperson for the board, and the board shall select a vice-chairman and recording secretary. The board will meet at least quarterly. Members missing three consecutive meetings may be dismissed.

(Ord. No. 2008-11-01, § 1, 1-6-09; Ord. No. 2010-02-01, 3-16-10; Ord. No. 2016-10-02, 11-1-16)

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## **BEAUTIFICATION & ENVIRONMENTAL COMMITTEE**

### **Sec. 2-211. Establishment of committee.**

A beautification and environmental committee shall consist of six members who are residents of the city and who shall be appointed, one by the mayor, and one appointment from

each ward as determined by their respective city council representatives. The term of office shall be for two years and can be reappointed if city council representative desires to do so. The term of each member shall align and coincide with that of the appointing city official. Members of the committee shall reside and/or own property in the city as taxpayers and be qualified voters. The city council shall choose the chairperson of the committee. The members of the committee will appoint the recording secretary and will meet at least quarterly and will set their own bylaws and work plans concerning environmental issues within the City of Alpine. Members of the committee may be dismissed after missing three consecutive meetings.

(Ord. No. 2008-09-04, § 1, 9-16-08; Ord. No. 2016-10-02, 11-1-2016)

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## **BUILDING & STANDARDS**

### **Section 9. Building and standards commission.**

#### **A. Created.**

1. There is hereby created a building and standards commission consisting of five regular members and two alternates (alternate position 1 and alternate position 2) who are citizens of the city and/or own property as taxpayers and are qualified voters, and who are not members of the city council or the city planning and zoning commission. Each member of the city council will appoint one member to the commission from their ward, for a term of two years which shall align and coincide with that of the appointing councilmember. The two alternate members will be selected by the voting majority of the city council from a list submitted by the city manager; removable for cause by the appointing authority upon written charges after a public hearing. It is the policy of the city council that a member or alternate who misses three consecutive meetings without excuse by the council is cause for removal of said member or alternate. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant for any cause, in the same manner as the original appointment was made. All cases to be heard by the building and standards commission shall be heard by a quorum of members.
2. The two alternate members are required to attend all meetings in the same manner as the regular members of the board. Alternate members shall not vote unless filling an absence of a regular member or the chairperson. If a regular member or the chairperson is absent from a meeting, alternate position 1 shall take his place. If a second regular member and/or the chairperson is absent from a meeting, alternate position 2 shall take his place. Commission shall select a vice-chair, to serve when the chair is absent.

(Ord. No. 2015-03-01, § 1, 5-19-15; Ord. No. 2016-10-02, 11-1-16)

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## **HOT COMMITTEE**

### **Board established; appointment, terms.**

There is created and established for the city, being a home rule municipality, a hotel occupancy tax advisory committee which shall be composed of seven members; two members

shall come from hotels, three members shall come from arts or historic preservation, two members shall be any citizen 18 years of age or older. The city manager and the director of tourism shall serve as the ex-officio members. The members shall be taxpayers, qualified voter and city residents of Brewster County within 20 miles of the city. The members shall be recommended by a councilmember representing each ward and shall be appointed by the city secretary subject to confirmation by the city council. The members shall serve terms of two years, and each member's term shall align and coincide with that of the recommending councilmember. All vacancies shall be filled for the unexpired term in the same manner as provided for in the original appointments. All expired terms shall be filled as provided for in the original appointments and in the same manner. Members may be dismissed after being absent from three consecutive meetings without being excused by the city secretary. The reason for an absence shall be reported to the city secretary before the meeting occurs and recorded in the minutes of the scheduled meeting together with the city secretary's decision on the absence. The members of the board shall serve without compensation.

(Ord. No. 2020-02-02)

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### **MUSIC ADVISORY COMMITTEE**

#### **Board established; appointment, terms.**

There is created and established for the city, being a home rule municipality, a music advisory board which shall be composed of seven members representing the music industry of the city: two musicians, two representatives of music venues, two representatives of music-focused events, and one music education representative. The members shall be resident taxpayers, qualified voters, city residents or reside in Brewster County within 20 miles of the city. The members shall be recommended by the music liaison (tourism director) and city manager and shall be appointed by the city secretary subject to confirmation by the city council. The members shall serve terms of two years. All vacancies shall be filled for the unexpired term in the same manner as provided for in the original appointments. All expired terms shall be filled as provided for in the original appointments and in the same manner. Members of the board may be removed by the city secretary, with the consent of the city council, after being absent from three consecutive meetings without being excused by the city secretary. The reason for an absence shall be reported to the city secretary before the meeting occurs and recorded in the minutes of the scheduled meeting together with the city secretary's decision on the absence. The members of the board shall serve without compensation.

(Ord. No. 2020-02-03)

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### **TRANSPORTATION VISION PLAN COMMITTEE**

#### **Board established, appointment, terms.**

There is created and established for the city, being a home rule municipality, a transportation vision plan committee which shall be composed of seven members; Five of the members will come from each ward and two will be at large. The members shall serve terms of two years, and each member's term shall align and coincide with that of the recommending councilmember. All

vacancies shall be filled for the unexpired term in the same manner as provided for in the original appointments. All expired terms shall be filled as provided for in the original appointments and in the same manner. Members may be dismissed after being absent from three consecutive meetings without being excused by the city secretary. The reason for an absence shall be reported to the city secretary before the meeting occurs and recorded in the minutes of the scheduled meeting together with the city secretary's decision on the absence. The members of the board shall serve without compensation.

(Ord. No. 2020-04-03)

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5. Discuss, consider, and approve Resolution 2021-08-02, a resolution rescinding the designation of a donation from Energy Partners for specific purposes. (M. Antrim, Interim City Manager)

August 3, 2021

1. Discuss, consider, and approve Resolution 2021-08-02, a resolution rescinding the designation of a donation from Energy Partners for specific purposes. (M. Antrim, Interim City Manager)

Honorable Mayor and Councilmembers,

The donation from ETP has been an item of discussion several time over the past several years. In 2017, Council approved the donation dedicating \$185,000 for equipment/improvements towards the Alpine Volunteer Fire Department and \$215,000 towards the development of the Creek Trails as outlined in the Vision Plan. Funds were deposited into two separate reserve accounts. In 2020, \$50,000 was allocated from the Creek Trails towards the Splash Pad Project. At this time, neither of the accounts have been utilized.

This month, I reached out to ETP to better understand the funds and allocation possibilities. Attached is the response I received. My recommendation is to reallocate a portion of the funds towards the purchase of generators – the one item requested by departments for emergency needs. \$50,000 will remain for the Splash Pad Project and the \$185,000 (plus interest) to remain for the Alpine Volunteer Fire Department.

THE STATE OF TEXAS

COUNTY OF BREWSTER

CITY OF ALPINE

**RESOLUTION 2021-08-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS  
RESCINDING THE DESIGNATION OF A DONATION FROM ENERGY TRANSFER  
PARTNERS FOR SPECIFIC PURPOSES.**

**WHEREAS**, Energy Transfer Partners donated \$400,000 to the City of Alpine in June of 2017 that demonstrated their commitment to safety and to the quality of life in the communities they construct and operate; and

**WHEREAS**, on June 20, 2017 the City Council accepted the monetary gift and designated \$215,000 to a scenic walking path and \$185,000 for Alpine Volunteer Fire Department equipment; and

**WHEREAS**, the City has not moved forward with the scenic walking path and the funds allocated for this project could be better utilized to benefit Alpine; and

**WHEREAS**, the City has conducted Emergency Management Planning among Departments and a general consensus among Directors was the need for emergency backup generators; and

**WHEREAS**, the City Council has determined that the allocation of the funds should be amended to better align with emergency management objectives.

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

1. Reserve Account 01-103-0518 funds for the scenic walking path is hereby amended to \$50,000 and will be utilized for the City's portion of the splash pad project. The remaining amount in the account shall be utilized by the City to purchase generators for various departments.
2. Reserve Account 01-104-0518 funds for the Alpine Volunteer Fire Department shall continue to be allocated for equipment and will include all allocated interest.

**PASSED AND APPROVED THIS THE 3<sup>RD</sup> DAY OF AUGUST 2021 BY THE CITY  
COUNCIL OF THE CITY OF ALPINE, TEXAS.**

---

Andres "Andy" Ramos, Mayor

**ATTEST:**

---

Geoffrey R. Calderon, City Secretary



**2017 Donation to the City of Alpine**

2 messages

**Megan Antrim** <megan.antrim@ci.alpine.tx.us>

Fri, Jul 9, 2021 at 3:33 PM

To: John.Bilhartz@energytransfer.com, richard.smith@energytransfer.com, Lisa.Dillinger@energytransfer.com

Good Afternoon,

I am hoping one of you might be able to shed some more light on the donation from Energy Transfer Partners to the City of Alpine. The presentation to Council indicated that ETP had requested the funds for specific projects and would not have made the donation otherwise. I am unable to find any documentation that indicates ETP made this request specific to the City's Vision Plan and Volunteer Fire Department.. Council accepted the donation based on prior administration guidance. The funds were received and deposited in dedicated accounts.

I understand it has been several years. Currently, the funds are still allocated as requested by ETP. Is it possible to get written confirmation that the City is only allowed to use the funds specific to the Vision Plan Trail Path and Volunteer Fire Department? Would it be possible for the City Council to utilize the funds for other needs within the City?

Any guidance would be greatly appreciated.

Thank you,

Megan Antrim, CPFIM

Director of Finance

City of Alpine

432.837.3301

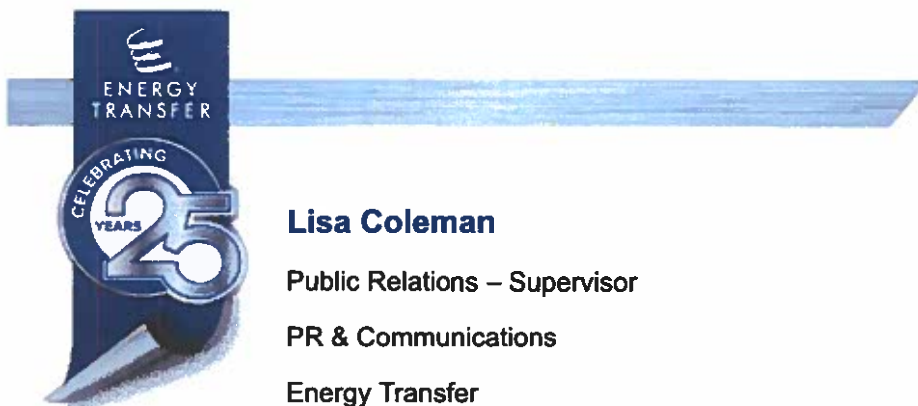
**Coleman, Lisa C** <Lisa.Coleman@energytransfer.com>

Tue, Jul 13, 2021 at 6:26 PM

To: Megan Antrim &lt;megan.antrim@ci.alpine.tx.us&gt;, "Bilhartz, John" &lt;John.Bilhartz@energytransfer.com&gt;

Hi Megan,

Although the press release mentioned the Vision Plan and Fire Dept., I do not believe there was ever an expectation that the donation had to go to those items. We offered the donation after construction was complete in order to support our relationship with the City of Alpine and be a good neighbor. Yes, the funds can be used for other needs within the City.

**Lisa Coleman**

Public Relations – Supervisor

PR &amp; Communications

Energy Transfer

**office:** 214.981.0792**cell:** 203.252.8769

[Quoted text hidden]

Private and confidential as detailed [here](#). If you cannot access hyperlink, please e-mail sender.

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**City of Alpine press release- FINAL 6.6.17 .doc**  
264K

6. Discuss, consider, and approve Resolution 2021-08-03, a resolution changing the first meeting date in October from the first Tuesday to the second Tuesday to allow Council to attend the annual Texas Municipal League Conference (M. Antrim, Interim City Manager)

August 3, 2021

1. RE: Action Item 6 - Discuss, consider, and approve Resolution 2021-08-03, a resolution changing the first meeting date in October from the first Tuesday to the second Tuesday to allow Council to attend the annual Texas Municipal League Conference (M. Antrim, Interim City Manager)

Honorable Mayor and Councilmembers,

This years TML Annual Conference will be held in Houston during the first week of October. Several of you have already registered to attend the conference. This conference is a great opportunity to network and learn from both attending the sessions and fellow Mayor's and Councilmembers. The recommendation is to move the 1<sup>st</sup> Tuesday Council Meeting (October 5, 2021) to the 2<sup>nd</sup> Tuesday (October 12, 2021) to allow for attendance and possible lack of quorum.

THE STATE OF TEXAS

COUNTY OF BREWSTER

CITY OF ALPINE

**RESOLUTION 2021-08-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS CHANGING THE FIRST MEETING DATE IN OCTOBER FROM THE FIRST TUESDAY TO THE SECOND TUESDAY DUE TO A POSSIBLE LACK OF QUORUM ARISING FROM A SCHEDULING CONFLICT WITH THE TEXAS MUNICIPAL LEAGUE CONFERENCE.**

**WHEREAS**, meetings of the City Council take place on the first and third Tuesdays of every month pursuant to the Alpine Code of Ordinances, Chapter 23 – City Council, Article II – Rules of Procedure; and

**WHEREAS**, the Annual Texas Municipal League Conference will take place in Houston, Texas from October 6 to October 8, 2021; and

**WHEREAS**, three City Council Members will be attending the conference this year and will be absent from the first meeting in October unless the Council meeting is rescheduled; and

**WHEREAS**, it is deemed by the City Council to be in the best interest of City business to reschedule the first meeting in October.

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

1. The first City Council meeting in October is hereby rescheduled from October 5, 2021 to October 12, 2021.
2. The City Secretary shall post a special City Council agenda notifying the public that the October 5 meeting is cancelled and a special meeting is called on October 12, 2021 in its place.

**PASSED AND APPROVED THIS THE 3<sup>RD</sup> DAY OF AUGUST 2021 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.**

---

Andres “Andy” Ramos, Mayor

**ATTEST:**

---

Geoffrey R. Calderon, City Secretary



# ★ 109TH ★ ANNUAL CONFERENCE AND EXHIBITION

OCTOBER 6-8, 2021 • HOUSTON

Welcome

Program ▾

Sessions by Day ▾

Registration

Hotel Information ▾

FAQs

Exhibits and Sponsorship



## WEDNESDAY, OCTOBER 6 OPENING GENERAL SESSION KEYNOTE

SHIFT FROM FEAR TO FREEDOM AND  
EMBRACE YOUR NEW NORMAL

JOHN REGISTER, SPEAKER AND CHANGE  
MANAGEMENT LEADER



## THURSDAY, OCTOBER 7 THURSDAY LUNCHEON KEYNOTE

GET BIG THINGS DONE: THE POWER OF  
CONNECTIONAL INTELLIGENCE

ERICA DHAWAN, AUTHOR AND  
COLLABORATION EXPERT



## FRIDAY, OCTOBER 8 FRIDAY KEYNOTE

FROM CONFLICT TO CONVERSATION

MATT LEHRMAN, CO-FOUNDER, SOCIAL  
PROSPERITY PARTNERS

7. Discuss, consider, and approve Conditional Use Permit for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission. The property is located at 110 W. Murphy. Legal description being Lot 8 (eight), Block 55 (fifty-five), Original Town to the City of Alpine. Property owners of record are Liz & Hiram Sibley (M. Antrim, Interim City Manager)

August 3, 2021

7. Discuss, consider, and approve Conditional Use Permit for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission. The property is located at 110 W. Murphy. Legal description being Lot 8 (eight), Block 55 (fifty-five), Original Town to the City of Alpine. Property owners of record are Liz & Hiram Sibley (M. Antrim, Interim City Manager)

Honorable Mayor and Councilmembers,

Taste and See Bakery (new name Petite Bjiou) is relocating to the property located at 110 W. Murphy from their current location on 5<sup>th</sup> Street. The request is to transfer the TABC license/permit to the new location located in a commercial district. 110 W. Murphy has had prior TABC license/permit vendors in the location. At the July 26, 2021 P&Z meeting, the Commission recommend approval of the Conditional Use Permit.



SUP 21-\_\_\_\_\_

Ginger Hillery the applicant for a Special Use Permit (SUP).

Name of Business : Petit Bijou

Address of Property: 110 W Murphy Alpine Texas

Legal Description of Property: Lot 8 , Block 55 OT addition

Present Zoning Classification: C-1

Proposed Special Use: 16% ABV (alcohol by volume) Sales

Where all other ordinance requirements have been satisfied, Ginger Hillery accepts any condition(s) to use imposed by Planning and Zoning and City Council.

#### Section. 20.11. - Conditions.

The planning and zoning commission, in considering and determining its recommendation, and the city council, on any request for a conditional use permit, may require from the applicant plans, information, operation data and expert evaluation concerning the location, function and characteristics of any building or use proposed. The city council may, in the interest of the public welfare and to ensure compliance with these regulations, establish conditions of operation, location, arrangement and construction of any use for which a permit is authorized or may allow a variance from property development standards. In authorizing the location of any of these uses listed as conditional use permits, the city council may impose such development standards and safeguards as the conditions and location indicate important to welfare and protection of adjacent property from excessive noise, vibration, dust, smoke, fumes, gas, odor, explosion, glare, offensive view or other undesirable or hazardous conditions. The city council, in approving or conditionally approving a conditional use permit, may set forth in its decision reasonable conditions which will ensure the intent and purposes of the zoning regulations and avoid the creation or detrimental effect upon abutting properties which may include, but not limited to the following:

1. Duration of use;
2. Fences, hedges and walls
3. Regulation of noise, vibration, odors, etc. Regulation of time for certain activities;
4. Regulation of use or uses
5. Requiring street, service road or alley dedications and improvements or appropriate bonds;
6. Time period in which the proposed use shall be developed or constructed;
7. Surfacing of parking areas;

8.Special yards, spaces and buffers

9.Regulation of locations of vehicular ingress and egress; and

10.Including such other conditions that will make possible the development occurs in an orderly and efficient manner, and in conformity with the intent and purposes of applicable ordinances.

(Ord. No. 2016-08-02, 9-20-16; Ord. No. 2016-10-03, 11-1-16)

**BUILDING SERVICES**

309 W SUL ROSS AVE

ALPINE, TX 79830

(432) 837-3281

PERMIT # 21-005786

DATE OF ISSUANCE: 06/16/21

**CONDITIONAL/SPECIAL USE PERMIT (Form A)****PART 1. APPLICANT INFORMATION**

Name of applicant/agent/company/contact:

Ginger Hillery Petit Bijou DBA Taste &amp; See Bakery UC

Street address of applicant/agent:

~~110 W Murphy~~ 34 Pinon Rd

City/State/Zip Code of applicant/agent:

Alpine TX 79830

Telephone number of applicant/agents:

432-271-6543

Fax number of applicant/agents:

Email address of applicant/agent:

gingerhillery@mac.com

Mobil phone of applicant/agent:

Same

**PART 2. PROPERTY INFORMATION**

Street address of public property:

~~34 Pinon~~ 110 W. Murphy

Legal description of subject property (metes and bounds must be described on 8 1/2 x 11 sheet

Lot:

8'

Block:

55

Addition:

01

Size of subject property

Square footage:

Acres:

Present zoning classification:

C1

Proposed use of the property:

food + beverage

Zoning ordinance provision requiring a conditional use:

**PART 3. PROPERTY OWNER INFORMATION**

Name of current property owner:

Liz Sibley

Street address of property owner:

#1 Las Auras

City/State/Zip code of property owner:

Alpine TX 79830

Telephone number of property owner:

432-386-3549

Fax number of property owner:

**PAIF**Rel. CK# 2150  
MMS 6/16/21

**BUILDING SERVICES**

309 W SUL ROSS AVE

ALPINE, TX 79830

(432) 837-3281

PERMIT #

DATE OF ISSUANCE:

- Submit a letter describing the proposed conditional use and note the request on the site plan document
- In the same letter, describe or show on the site plan, and conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations (example: buffer yards, distance between users)
- In the same letter, describe whether the proposed conditional use will, or will not cause substantial harm to the value, use, or enjoyment of the other property in the neighborhood. Also describe how the proposed conditional use will add to the value, use or enjoyment of other property in the neighborhood.
- Application of site plan approval (Section 20, see attached Form "B")
- The site plan submission shall meet the requirements of Section 20.04 Site Plan Requirements.
- All conditional use and conditional use 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 at a later date.
- All public hearings will be opened, and testimony given by 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 conditional use permit can only be approved by city council the the public hearing process.
- I have read and understood all requirements as set forth by the application for conditional use or conditional use permit and acknowledge that all requirements of this application have been met at the time of submittal.

**PART 4. SIGNATURE TO AUTHORIZE CONDITIONAL USE REQUEST AND PLACE A CONDITIONAL USE REQUEST SIGN ON THE SUBJECT PROPERTY**Ginger Hillery

Print Applicants Name

[Signature]

Applicant 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 office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

Notary In And for State of Texas

Print Property Owners Name

Property Owners Signature

The State Of \_\_\_\_\_

County Of \_\_\_\_\_

Before: Me \_\_\_\_\_ on this day personally appeared \_\_\_\_\_

(Notary)

( Applicant )

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

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

Notary In And for State of Texas.

**BUILDING SERVICES**

309 W SUL ROSS AVE

ALPINE, TX 79830

(432) 837-3281

PERMIT #

DATE OF ISSUANCE:

**City of Alpine Site Application (Form B)****PART 1. APPLICANT INFORMATION**

Name of applicant/agent/company/contact:

Ginger Hillery Taste &amp; See LLC Petit Bijou DBA

Street address of applicant/agent:

34 Pinyon Rd.

City/State/Zip Code of applicant/agent:

Alpine, TX 79830

Email address of applicant/agent:

gingerhillery@mac.com

Mobil Phone of applicant/agent:

432-200-271-6543

Fax number of applicant/agents:

Phone number of applicant/agents:

Applicants interest in subject property:

Ginger food &amp; beverage

**PART 2. PROPERTY INFORMATION**

Street address of subject property:

110 W Murphy

Legal description of subject property (meets and bounds must be described on 8 1/2 x 11 sheet

Lot:

8

Block:

55

Addition:

DT

Size of subject property:

Acres:

Square footage:

Present zoning classification:

C1

Proposed use of property:

food &amp; beverage

Give a general description of the proposed use or uses for the proposed development:

Stationary food truck

Zoning ordinance provision requiring a conditional use:

**PART 3. PROPERTY OWNER INFORMATION**

Name of current property owner:

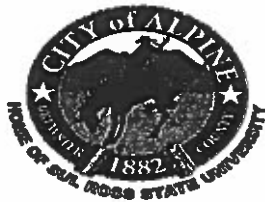
Liz Sibley

Street address of property owner:

#1 Las Amas

City/State/Zip Code of property owner:

Alpine TX 79830

**BUILDING SERVICES**

309 W SUL ROSS AVE

ALPINE, TX 79830

(432) 837-3281

PERMIT #

DATE OF ISSUANCE:

**ACKNOWLEDGEMENT**

*All conditional Use and Special Use 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.*

*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 conditional use or special use permit 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.*

*I have read and understand all of the requirements as set forth by the application for conditional use or special use permit and acknowledge that all requirements of this application have been met at the time of submittal.*

Signature of Applicant

Date: 6/16/21

Signature of Owner

Date: \_\_\_\_\_



**BUILDING SERVICES**

309 W SUL ROSS AVE

ALPINE, TX 79830

(432) 837-3281

PERMIT #

DATE OF ISSUANCE:

**ILLUMINATION PLAN**

***An illumination plan to include a site photometric (including illuminated signs) and all fixture details shall be submitted as part of the site plan review process.***

***Applications will not be accepted without this requirement.***

***I hereby acknowledge that an illumination plan has been included as part of this submittal.***

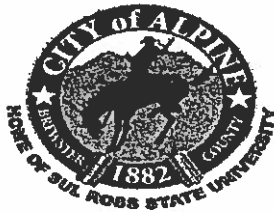
***Applicants Signature*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

6/16/21

***Property Owners Signature*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

**BUILDING SERVICES**

309 W SUL ROSS AVE

ALPINE, TX 79830

(432) 837-3281

PERMIT # 21-005786DATE OF ISSUANCE: 06/16/21**CERTIFICATE OF OCCUPANCY REQUEST**~~-\$50.00 FEE~~

NO FEE REQUIRED IF CERTIFICATE OF OCCUPANCY IS ASSOCIATED WITH AN ACTIVE CURRENT BUILDING PERMIT

ADDRESS OF OCCUPANCY: 110 W Murphy SUITE # \_\_\_\_\_LOT: 8 BLOCK 55 SUBDIVISION OT  
Bottle House BNB

\*\*\*\* CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED WITHOUT LEGAL DESCRIPTION \*\*\*\*

NAME OF BUSINESS: Petit BijouNEW OCCUPANT: YES ☒ / NO ☐NEW BUILDING PROPERTY OWNER: YES ☐ / NO ☒NEW BUILDING: YES ☐ / NO ☒NEW BUSINESS NAME CHANGE: YES ☒ / NO ☐NEW BUSINESS OWNER: YES ☐ / NO ☒CLEAN AND SHOW: YES ☐ / NO ☒TYPE OF BUSINESS: Food / wine SQUARE FOOTAGE \_\_\_\_\_NAME OF TENANT (PERSONS NAME) Ginger Hillery DBA Petit BijouCURRENT MAILING ADDRESS: 901 W. Sul RossCITY / STATE / ZIP Alpine TX 79830 PHONE \_\_\_\_\_PROPERTY OWNER Liz SibleyMAILING ADDRESS: #1 Las ArmasCITY / STATE / ZIP Alpine TX 79830 PHONE (432) 386-3549

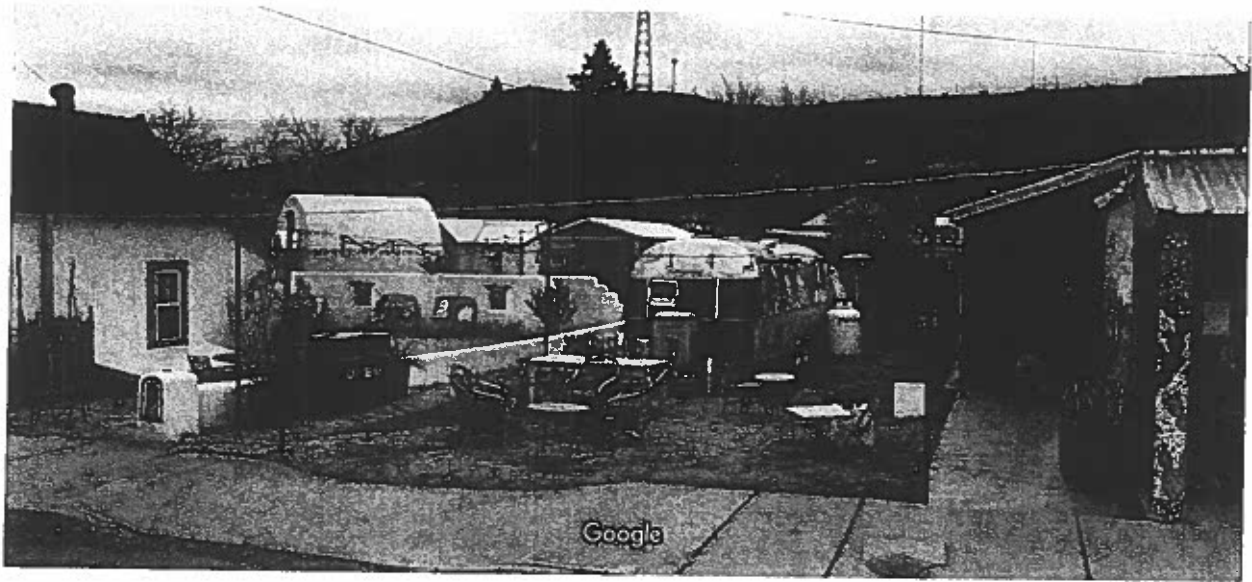
- IS YOUR BUSINESS SUBJECT TO SALES TAX LAW? .....  
(If yes, provide copy of Sales Tax Certificate)
- WILL THERE BE ALCOHOLIC BEVERAGE SALES? .....  
(If yes, provide copy of Alcoholic Beverage Permit)
- PERMITS ARE REQUIRED FOR SIGNS. WILL ANY SIGNS BE INSTALLED? .....
- WILL BUSINESS GENERATE INDUSTRIAL WASTE DISCHARGE INTO SEWER SYSTEM?
- WILL THERE BE ANY OUTSIDE STORAGE? (INCLUDING COMPANY/FLEET VEHICLES)
- DISPLAY, USE OR DINING? .....
- WILL ANY ALTERATIONS BE MADE TO THE SITE OR BUILDING? .....
- IS BUILDING SPRINKLERED? .....
- WILL BUSINESS STORE OR HANDLE HAZARDOUS MATERIAL OR LIQUIDS? .....
- (If yes, provide quantities & types along with MSDS sheets)

YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

I HEREBY CERTIFY THAT THE FORGOING IS CORRECT TO THE BEST OF MY KNOWLEDGE

NAME: [Signature] SIGNATURE Ginger Hillery DATE: 6/16/21





Alpine, Texas

Image capture: Jan 2019 © 2021 Google

Google

Street View



## Toasts

Buttered	5
Melba	5.5
Cinnamon	5.5
Almond	6.5
Vanilla	6.5
Hot Sides	6.5
Hot	8
NTS/HEMP SEEDS D EGG	15 2

## Le Menu

Veggie Parfait	4.5	Salade de Chef	8
Chia Pudding	4.5	Salade de Fruit	7
7 Bean Couscous	7.5	Tomato Soup	5.5
Fetticini	7.5	Red Lentil Soup	7
Galette	8	French Onion	8
Cheese Mashed	12	Savory Crepes	15
Vegetable Sandwich	8.5	Sweet Crepes	8
Smoothie	12	Chocolate	15

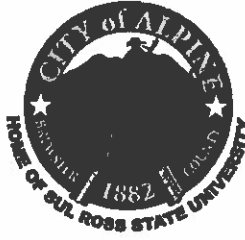
SOUP  
Cup 5.5  
Bowl 6.5

## Drinks

Coffee	3.5
Hot Cocoa	3.5
O.J.	3.5
Milk	3.5
Tea	3.5
Local Tea	3.5
Smoothie	3.5
House Wine	3.5
Margarita	3.5

Interim City Manager  
Megan Antrim

Interim City Secretary  
Geoffrey R. Calderon



Mayor  
Andres "Andy" Ramos

Interim City Attorney  
Rod Ponton

100 North 13th Street Phone 432-837-3301 Fax 432-837-2044

*"To provide quality service to the citizens of Alpine"*

June 29, 2021

**RE: CONDITIONAL USE APPLICATION**

Dear Property Owner,

The City of Alpine has received an application for a conditional use permit for a property located in your neighborhood. Applicant (Ginger Hillery) is requesting the conditional use permit be issued for the purpose of obtaining an alcohol license/permit from the Texas Alcoholic Beverage Commission. The property in question is located at 110 W Murphy. Property owner of record is Liz & Hiram Sibley.

As the owner of property within 200 feet of the property, please be advised that the Planning & Zoning Commission will hold a virtual meeting concerning this request on Monday, July 26, 2021, at 5:30 P.M. Virtual meeting login details may be found [www.cityofalpine.com/meetinglink](http://www.cityofalpine.com/meetinglink) prior to the scheduled meeting. If you object to the conditional use permit, please make arrangements to attend this meeting or submit your objection in writing to the Office of the City Secretary at:

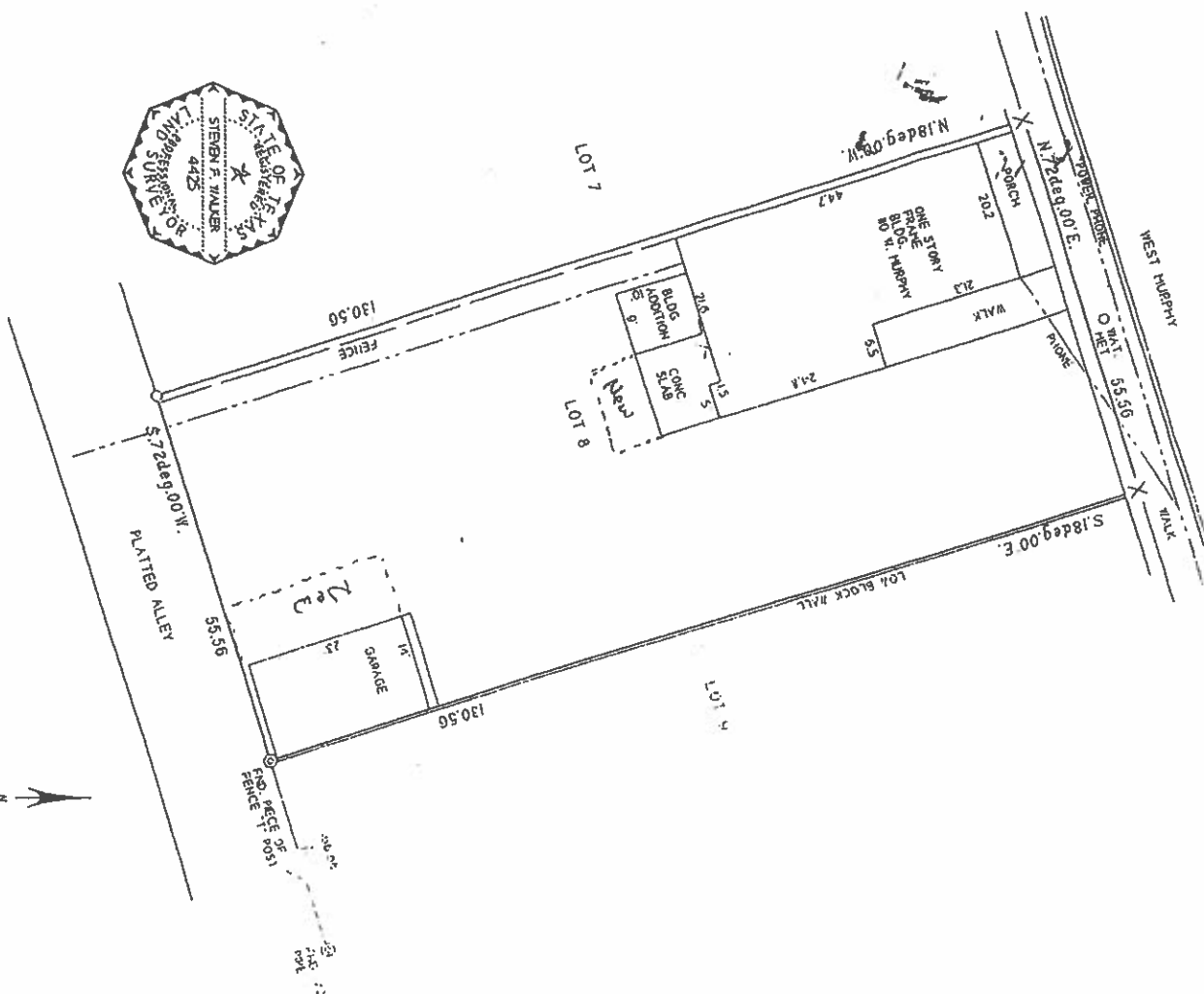
City Secretary  
100 N. 13<sup>th</sup> Street  
Alpine, Texas 79830

If no objections are made the City of Alpine will assume that surrounding property owners have no objection and the changes may proceed accordingly. Any questions you have may be directed to Geoffrey Calderon at [city.secretary@ci.alpine.tx.us](mailto:city.secretary@ci.alpine.tx.us) or by calling (432) 837-3301, option 1.

Sincerely,

Geoffrey R. Calderon  
Interim City Secretary

"EXHIBIT A"



PLAT of a survey of all of Lot 8, Block 55.  
Original Townsite of Alpine, as per a plat on  
file in Envelope #184, Plat Records, in the  
Office of the County Clerk Brewster County.

8. Discuss, consider, and approve a Short Term Rental Special Use Permit for 601 E Hendryx.  
Owner of record is Kathryn Stucke.



City Secretary <city.secretary@ci.alpine.tx.us>

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## Short Term Rental- 601 E Hendryx Ave

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**Katie Austin** <katie\_austin@aol.com>  
To: city.secretary@ci.alpine.tx.us

Tue, Jul 20, 2021 at 4:04 PM

Good Afternoon,

I am emailing in regards to the short term rental to be discussed at the city council meeting. I am unable to attend the meeting, but would like it to be on record that as the neighbors (513 E Hendryx Ave) of this residence, we do not wish to have a short term rental next door. Please let me know if there is any further measure we need to take to ensure that our opinion is considered.

Thank you for your time,

Katie Moody  
325-812-2992

# 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. *Kathryn's Korner*

Property Address 601 E Hendryx St. Property Owner Valerie Coggins (432) Phone 294.0683

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 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: ANDREW TCEP

Requires re-inspection NO

### 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: 7/21/2021

Approved \_\_\_\_\_ Date: \_\_\_\_\_

**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

**601 E HENDRYX, 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 **4** 110X150 Block **1** Addition **CARPENTER**

Square footage of property

**1344 SQ FT.**

Number of Bedrooms &amp; Units

**2 BEDROOM, 1 BATH**

Size of property lot

Present zoning district

Proposed use of the property

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

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

**VALERIE COGGINS**

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

**906 E AVE. B**

City/State/Zip code of property owner

**ALPINE, TEXAS 79830**

Telephone number of property owner

**432-294-0683**

Email address of property owner

**VALERIECOGGINS@HOTMAIL.COM****PART 3. DESIGNATED OPERATOR'S INFORMATION**

Name of designated operator

**ASSISTANCE BY APRIL dba BIENVENIDO BIG BEND**

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

**117 N. 6th St.**

City/State/Zip code of designated operator

**Alpine, Texas 79830**

Telephone number of designated operator

**432-386-8296**

Email address of designated operator

**bienvenidobigbend@gmail.com**



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

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

**Please submit the following documents with your application**

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

**Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY**

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

**PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY**

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

**PART 7. ACKNOWLEDGEMENTS**

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

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

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

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

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

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

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

Valerie Coggins  
Print Property Owners Name

Valerie Coggins  
Property Owners Signature

The State Of Texas  
County Of Brewster  
Before Me Stacey Wood on this day personally appeared Valerie Coggins  
(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 18th day of June, A.D. 2021

Stacey Wood  
Notary Public, State of Texas  
Comm. Expires 04-03-2024  
Notary ID 12894293-5

Valerie Coggins  
Print Property Owners Name

Valerie Coggins  
Property Owners Signature

The State Of Texas  
County Of Brewster  
Before Me Stacey Wood on this day personally appeared Valerie Coggins  
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**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:** 601 E HENDRYX ST, ALPINE, TEXAS 79831

**Property Owner Name:** VALERIE COGGINS

**Local Representative:**

**Name:** APRIL MCANALLY    **Telephone:** 432-386-8296

**Physical Address:** 115 N 6TH STREET, ALPINE, TEXAS 79831    **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:** 6/15/2021

**Property Owner's Signature:** Valerie Coggins    **Date:** 6-24-2021

REDACTED DL

**CITY OF ALPINE  
SHORT TERM RENTAL REGISTRATION**

☒ **New**    ☐ **Change**

**SECTION 1: PROPERTY INFORMATION**

Property Name <b>KATHRYN'S KORNER</b>	Street Number <b>601</b>	Street Name <b>E HENDRYX ST.</b>
<b>LEGAL DESCRIPTION</b>		
Addition, Block, Lot <b>4 110X150 BLOCK 1 ADDITION CARPENTER</b>		Total Number of Units in Building <b>1</b>

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

**A. Individual Ownership**

Owner First Name <b>VALERIE</b>	Owner Last Name <b>COGGINS</b>	Primary Telephone Number <b>432-294-0683</b>
Mailing Address <b>906 E AVE B. ALPINE, TEXAS 79830</b>		Email Address <b>VALERIECOGGINS@HOTMAIL.COM</b>

**B. Corporate Ownership**

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

Business Name

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

**SECTION 3: PROPERTY MANAGER**    *If Different than owner*

**A. Individual Ownership**

Property Manager Name <b>ASSISTANCE BY APRIL LLC DBA BIENVENIDO BIG BEND</b>	Primary Telephone Number <b>432-386-8296</b>
Mailing Address <b>PO BOX 1235, ALPINE, TEXAS 79831</b>	Email Address <b>BIENVENIDOBIGBEND@GMAIL.COM</b>

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.

*Valerie Coggins*

*Valerie Coggins*

*6-24-2021*

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

  X   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.

Valeri Coggins  
Property Owner's Signature

6-24-2021  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**OR**

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

**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.

601 E HENDRYX ST., ALPINE, TEXAS 79830

\_\_\_\_\_  
(Property Address)

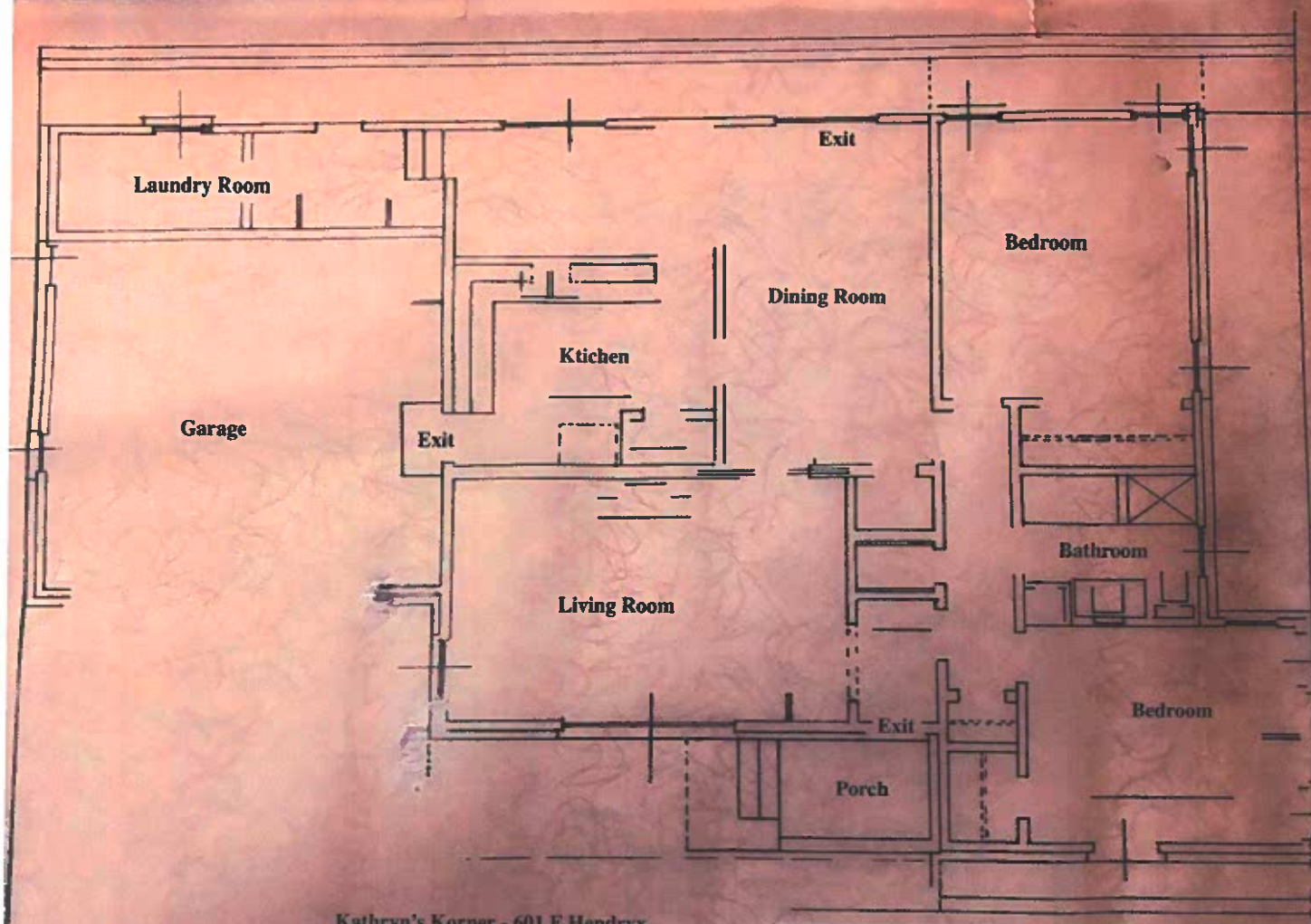
\_\_\_\_\_  
(STR Owners Signature)

Date: 6/24/2021











COUNTY OF EASTLAND. ) BEFORE ME, the undersigned authority, on this day personally appeared  
A. D. ANDERSON, SR., known to me to be the person whose name is subscribed to the foregoing  
instrument, and acknowledged to me that he executed the same in his own behalf and as President  
of The Chico Big Game Hunters Club, for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office, this the 27 day of July, 1954.

(SEAL)

Dorris Miller,

Notary Public, Eastland County, Texas.

I hereby certify that the foregoing instrument was filed for record in my office on September  
29, 1955, at 10:35 o'clock A.M., and duly recorded on September 30, 1955, at 10:40 o'clock A.M.

(SEAL)

J. W. Frazer, County Clerk, Brewster County, Texas.

By Sara Rugh Deputy.

HARRY W. CARPENTER, ET UX TO KENNETH STUCKE, ET UX WARRANTY DEED

THE STATE OF TEXAS, )

COUNTY OF BREWSTER. )

KNOW ALL MEN BY THESE PRESENTS:

THAT We, Harry W. Carpenter and wife, Charlie Jean Carpenter, both of the County of  
Brewster and State of Texas, for and in consideration of the sum of Ten and other Dollars  
DOLLARS, to us in hand paid by Kenneth Stucke and Kathryn C. Stucke, of the County of Brewster  
and State of Texas, the receipt of which is hereby acknowledged, have granted, sold and con-  
veyed, and by these presents do GRANT, SELL AND CONVEY unto the said Kenneth Stucke and Kathryn  
C. Stucke, of the County of Brewster, in the State of Texas, All that certain tract or parcel  
of land described as follows, to-wit:

Situated, lying and being in the County of Brewster and State of Texas, and described  
as follows; by metes and bounds:

All of Lot 4, Block 1, of the Carpenter Addition of the City of Alpine, Brewster County,  
Texas, according to the map and plat of the said addition as the same appears in the office  
of the County Clerk and Recorder of Brewster County, Texas, and to which and the record thereof  
reference is here made and being a tract of land out of Section 98, Block 9, GH & SA Ry. Co.,  
Brewster County, Texas; said tract being 110 ft. front on the North Right of Way Line of State  
Highway #223 and running to a depth of 150 ft. Described by metes and bounds:

BEGINNING: At an iron pin the North Right of Way line of State Highway #223, for the S.E.  
corner of this tract. Said iron pin being N. 3°-38' E. 3540 ft. and S. 76°-42' W. 320 ft.  
from the S. W. corner of said Section 98;

THENCE: From said iron pin at S. W. corner of the Nevill Haynes tract; N. 13°-18' W.  
150 ft. to an iron pin, the N. E. corner of this tract and N. W. corner of the Nevill Haynes  
tract;

THENCE S. 76°-42' W. 110 ft. to an iron pin for the N. W. corner of this tract;

THENCE: S. 13°-18' E. 150 ft. to an iron pin, the S. W. corner of this tract and in the

unto the said Kenneth Stucke and Kathryn E. Stucke, heirs and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

Witness our hands at Alpine, Texas, this 29 day of September, A. D. 1955.

Documentary Stamps \$1.65,

Harry W. Carpenter  
Harry W. Carpenter

Charlcie Jean Carpenter  
Charlcie Jean Carpenter

THE STATE OF TEXAS, )  
COUNTY OF BREWSTER. ) BEFORE ME, the undersigned authority, a Notary Public, in and for said County and State, on this day personally appeared Harry W. Carpenter, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN under my hand and seal of office, this 29 day of September, 1955.

(SEAL)

Alfred E. Creigh, Jr.,

Notary Public, Brewster County, Texas.

THE STATE OF TEXAS, )  
COUNTY OF BREWSTER. ) BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Charlcie Jean Carpenter, wife of Harry W. Carpenter, known to me to be the person whose name is subscribed to the foregoing instrument, and having been examined by me, privily and apart from her husband, and having the same fully explained to her, she, the said Charlcie Jean Carpenter acknowledged such instrument to be her act and deed, and declared that she had willingly signed the same for the purposes and consideration therein expressed, and that she did not wish to retract it.

GIVEN under my hand and seal of office, this 29 day of September, 1955.

(SEAL)

Alfred E. Creigh, Jr.

Notary Public, Brewster County, Texas.

I hereby certify that the foregoing instrument was filed for record in my office on September 29, 1955, at 2:20 o'clock P.M., and duly recorded September 30, 1955, at 11:00 o'clock A.M.

(SEAL)

J. W. Frazer, County Clerk, Brewster County, Texas.

By Sara Pugh Deputy.

M. N. BOBO, ET UX TO T. A. BEARD, ET UX

RELEASE

THE STATE OF TEXAS, )  
COUNTY OF BREWSTER. ) KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, on the 1st day of October, 1950, M. N. Bobo and wife, Ruth Maxey Bobo, of the County of Bell and the State of Texas, did execute, acknowledge and deliver to T. A. Beard and Mabel E. Beard of Brewster County, Texas, a conveyance by Warranty Deed of the following described real estate situated, lying and being in the County of Brewster and the State of Texas, to-wit:

All of Lots One (1), Two (2), Three (3), Four (4), Five (5), Six (6), Seven (7), Eight (8), Nine (9) and Ten (10) in Block "B" of the original Addition to the Town of Alpine, Brewster County, Texas, according to the map or plat of said Town and Addition as the same appears of





July 13, 2021

**City of Alpine**

100 N. 13<sup>th</sup> St., Alpine, TX 79830


Dear Geo Calderon and the Alpine City Council,

We are proposing that we use Kathryn's Korner, located at 601 E Hendryx in Alpine, Texas as a short-rental property. The home has been renovated by a family member who inherited the property after the passing of the original owner. 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.

Kathryn's Korner will be managed by Bienvenido Big Bend and who oversees the short-term rental activity for several properties in Alpine, including another home by the Coggin's family. 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 6<sup>th</sup> St. Alpine, Texas 79830 



## Welcome to Kathryn's Korner!

### **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 KVLF 1240 AM or KALP 92.7 FM

#### **WIFI CONNECTION INFO**

Network Name: TBD

Password: TBD

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

**TV Info -** The smart tv has apps available to watch your favorite shows.

You will need your own account to access the apps, such as, Netflix and Hulu.  
Don't forget to sign out of your account before checking out.

**Trash —** There are dumpsters located on either side of the home that are available for use.

**Parking —** There is dedicated parking in the car-port located to the east of the home. Please park in the allotted spaces or the driveway. Do not park on the street.

## GUIDEBOOK

### Attractions —

Museum of the Big Bend  
[MuseumoftheBigBend.com](http://MuseumoftheBigBend.com)

Hancock Hill Desk Hike  
[sulorss.edu/page/1077/desk](http://sulorss.edu/page/1077/desk)

Mural Tour  
[visitalpinetx.com](http://visitalpinetx.com)

Kokernot Baseball Stadium  
[visitalpinetx.com](http://visitalpinetx.com)

### Gas — (\* Pro Tip - Fill up before heading south)

Stripe's  
700 East Ave E  
Alpine, TX 79830

The Triangle  
1500 US-90  
Alpine, TX 79830

Uncle's  
2411 US-90  
Alpine, TX 79830

### Groceries, ATM —

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

Porter's Thriftway  
104 N 2<sup>nd</sup> Street  
Alpine, TX 79830

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

Stripes  
700 East Ave E  
Alpine, Texas

Dollar General  
105 N 15<sup>th</sup> St  
Alpine, Texas

Family Dollar  
203 East Ave E  
Alpine, Texas

**Dog Park —** Kokernot Park off Fighting Buck Avenue.

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

**Laundry —** Tumbleweed Laundry, 215 E Holland, Alpine, Texas 79830

**Restaurants —** For updated info on local restaurants and food trucks check with [www.alpinetexas.com](http://www.alpinetexas.com)

## CHECKOUT INSTRUCTIONS

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

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

THANK YOU FOR STAYING!  
COME BACK SOON!

## MORE ABOUT BIENVENIDO BIG BEND

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

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

Enjoy your stay and Bienvenido a Big Bend!



9. Discuss ramifications of illegal dumping and possible solutions (C. Rodriguez, City Council).



10. Discuss, consider, and approve the Interim City Manager to make staffing changes as necessary  
(M. Antrim, Interim City Manager)

**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, 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. Adjournment.**