CITY OF ALPINE

REGULAR CITY COUNCIL MEETING

May 20, 2025 – 5:30 PM

City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830

1. **CALL TO ORDER.**

   A. Pledge of Allegiance to the United States Flag.

   B. Pledge of Allegiance to the Texas Flag.

   C. Determination of a Quorum and Proof of Notice of the Meeting.

2. **PUBLIC COMMENTS.**
   Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

3. **PUBLIC HEARINGS.**
   At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

4. **PUBLIC PRESENTATIONS.**

   A. Presentations & Recognitions

   B. Proclamations

      i) Proclamation of May as Community Action Month.

   C. Community Interest Items

      i) Mayor Announcements

      ii) City Manager Announcements

      iii) Council Member Announcements

5. **CHANGES TO POSTED AGENDA.**
   NOTICE: *The City Council reserves the right to change the order of business at any time during*

the meeting. To change the order of business a motion, a second, and a majority vote is required.

A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.

B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.

C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.

D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

A. Approval of the May 6, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)

B. Approval of the April 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)

C. Approval of the April 2025 Invoice for Bojorquez Law Firm Services. (M. Antrim, City Manager)

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

9. **REPORTS & PRESENTATIONS.**
Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

10. **INFORMATION OR DISCUSSION ITEMS.**

A. Discuss City Council Representation on each of the Boards and Commissions. (M. Antrim, City Manager)

B. Discuss Animal Services spay and neuter pilot program. (M. Antrim, City Manager)

C. Discussion regarding Ordinance 2025-06-01, an ordinance approving Rezone Application 2025-06-01; Amending the official zoning map of the city by rezoning the property located at 702 E. Murphy and legally described as Lots One (1) and Two (2), Block Twenty-Five (25) Hancock Addition, to the City of Alpine, Brewster County, Texas; Rezoning the subject property from C-1 Neighborhood Commercial District to M-1 Industrial District. (M. Antrim,

City Manager)

D. Discussion regarding Ordinance 2025-06-02, an ordinance approving Rezone Application 2025-06-02; Amending the official zoning map of the city by rezoning the property located at 1009 E. Gallego Avenue and legally described as All of Lots Four (4), Five (5), Six (6), Seven (7), and Eight (8) and the East One-Half (E ½) of Lot Three (3) and Nine (9), in Block Thirty Three (33), Hancock Addition (South of the Railroad), save and except the North 20 varas of Lots Four (4) and Five (5), and the North 20 varas of the East One-Half (E ½) of Lot Three (3), Block Thirty-Three (33), Hancock Addition (South of the Railroad), as the same appears in the map or plat records on file in the Office of the County Clerk of Brewster County, Texas; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. (M. Antrim, City Manager)

E. Discussion regarding Ordinance 2025-06-03, an ordinance amending Chapter 90 – Taxation, Article V – Short Term Rentals to the Alpine Code of Ordinances; Amending rules and regulations regarding short term rentals within the city limits; Providing the establishment of up to a $500 penalty per occurrence for violations of the ordinance. (M. Antrim, City Manager)

F. Discussion regarding Ordinance 2025-06-04, an ordinance amending Chapter 46 – Fire Prevention and Preservation, Article II – Fire Prevention Codes, Section 46-43 – Violations to reflect that fire permit and inspection fees may be set by annual City Council resolution; Providing the establishment of up to a $500 penalty per occurrence for violations of the ordinance. (M. Antrim, City Manager)

G. Discussion regarding Ordinance 2025-06-05, an ordinance amending Chapter 10 – Animals to the Alpine Code of Ordinances; Amending Section 10-48 – Registration of dogs and cats; Amending Section 10-49 Finders of lost dogs and cats; Amending Section 10-50 – Dead Animals, Duty to remove; Amending Section 10-52 – Keeping of Wild Animals and Exotic Animals; Providing amended language to provide additional clarification throughout the chapter; Providing updates to animal department and facility titles within the city; Providing the establishment of up to a $500 penalty per occurrence for violations of the ordinance; And providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses. (M. Antrim, City Manager)

11. **ACTION ITEMS.**

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

A. Approve Resolution 2025-05-13, a Resolution approving the Use of Currently Budgeted Funds by Animal Services to Implement a Pilot Spay and Neuter Voucher Program, Providing Up to $100 per Voucher to Assist Residents with the Cost of Spaying and Neutering their Pets. (M. Antrim, City Manager)

B. Approval of Renaming of Sul Ross State University Campus Streets to revise the following Sul Ross State University (SRSU) roadways in the Master Street Addressing Guide (MSAG) database:

i. UNIVERSITY CIRCLE
   1. Located at the end of EAST SUL ROSS AVENUE
   2. Revert back to original name “EAST SUL ROSS AVENUE”

ii. WEST UNIVERSITY DRIVE
    1. Located between CENTENNIAL DRIVE & EAST SUL ROSS AVENUE
    2. Revert back to original name & add directionals "WEST CENTENNIAL DRIVE"
iii. EAST UNIVERSITY DRIVE
    1. Located off CENTENNIAL DRIVE
    2. Revert back to original name, re-draw the roadway & add
iv. CYR (FIRE LANE)
    1. Located off newly renamed WEST CENTENNIAL DRIVE
    2. Change name to "CYR MALL" & re-draw the fire lane path to reflect the appropriate ingress
v. LOBO VICTORY LANE
    1. Located off US HIGHWAY 90
    2. Change name to "VICTORY LANE"
vi. RIO LOBO DRIVE
    1. Located at the end of EAST AVE B
    2. Change name to "UNIVERSITY DRIVE"
vii. RIO LOBO CIRCLE
    1. Located off newly renamed UNIVERSITY DRIVE
    2. Re-draw so that proper ingress is established. (M. Antrim, City Manager)

12. **EXECUTIVE REPORTS.**
Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

City Mayor Report

City Manager Report

13. **CITY COUNCIL MEMBER COMMENTS.**

14. **EXECUTIVE SESSION.**
NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by 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 551.087 (development).*

A. Consultation with Attorney § 551.071, Texas Government Code:

    a. Letter of Demand - Stephen Seale
    b. Letter of Demand - Living Trust of James Distel
    c. Update on Customs and Border Protection Lease (M. Antrim, City Manager)

15. **ACTION AFTER EXECUTIVE SESSION.**

A. Action, if any, concerning any of the items listed in executive session. (M. Antrim, City Manager)

16. **ADJOURN.**

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on May 16, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 16th day of May 2025.

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

CITY OF ALPINE BREWSTER COUNTY TEXAS

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 4Bi
Department: City Council
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, City Secretary
Staff Recommendation: None

AGENDA ITEM

Proclamation of May as Community Action Month.

EXECUTIVE SUMMARY

SUPPORTING MATERIALS

1. 5-20-25 Proclamation Community Council South Central TX 2025

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/12/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

Proclamation

By Catherine Eaves, City of Alpine Mayor

WHEREAS, The Community Council of South-Central Texas, Inc. was established as a Community Action agency on May 11, 1965; and

WHEREAS, The service area encompasses the Greater South Central and West Texas Counties of Atascosa, Bandera, Bee, Brewster, Comal, Crane, Culberson, Dimmit, Edwards, Frio, Gillespie, Guadalupe, Hudspeth, Jeff Davis, Karnes, Kendall, Kerr, Kinney, La Salle, Live Oak, Maverick, McMullen, Medina, Pecos, Presidio, Real, Terrell, Uvalde, Val Verde, Wilson, Zavala; and

WHEREAS, The Community Council of South-Central Texas is celebrating 60 years of innovation, impact, and providing proven results for Texans in Greater South Central and West Texas; and

WHEREAS, Community Action has made essential contributions to individuals and families across this Nation by creating economic opportunities and strengthening communities; and

WHEREAS, Community Action is a robust state and local force connecting people to life changing services and creating pathways to prosperity in 99% of all American counties; and

WHEREAS, Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes; and

WHEREAS, Community Action strategies and innovative solutions evolve as the needs of individuals, families, and communities in cities, suburbs, and rural areas change; and

WHEREAS, Community Action is experienced in advancing opportunities by coordinating federal, state, local, and private resources to achieve results for people and communities; and

WHEREAS, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard.

NOW, THEREFORE I, Catherine Eaves, Mayor of the City of Alpine Texas, on behalf of the community, do hereby recognize May 2025, as

Community Action Month

In recognition of the hard work and dedication of all Community Action Agencies.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of May in the Year 2025.

_____

Catherine Eaves, Mayor

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 7A
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve

AGENDA ITEM

Approval of the May 6, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 5-6-25 City Council Minutes

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/8/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/8/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

City Of Alpine
REGULAR CITY COUNCIL MEETING
Tuesday, May 6, 2025 – 5:30 PM
Minutes

1. **CALL TO ORDER.**

Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.

A. Pledge of Allegiance to the United States Flag.

B. Pledge of Allegiance to the Texas Flag.

C. Determination of a Quorum and Proof of Notice of the Meeting.

City Council Members Present:	**City Staff and Stakeholders Present:**
Mayor Catherine Eaves	Megan Antrim, City Manager
Councilor Eva Martinez	Geoffrey R. Calderon, City Secretary
Councilor Darin Nance	Cynthia Trevino, City Attorney
Councilor Lucy Escovedo	Darrell Losoya, Chief of Police
Councilor Rick Stephens	Abel Hinojos, Airport Supervisor
Not Present: Councilor Reagan Stone	**Others Present:** 20 attendees.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 2:00 P.M. on May 2, 2025.

2. **PUBLIC COMMENTS.**

Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at www.cityofalpine.com/councilcomments. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.

- Brent Freeland, Ward 5, addressed the City Council regarding Action Item D.
- Steven Mills, Ward 5, addressed the City Council regarding Action Item D and Information or Discussion Item A.
- Phillip Carey, Ward 5, addressed the City Council regarding Action Item D and Information or Discussion Item A.
- Sandra Whiting, Ward 5, addressed the City Council regarding Action Item D and Information or Discussion Item A.
- Steve Lindsey, Ward 5, addressed the City Council regarding Action Item D.

3. **PUBLIC HEARINGS.**

At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.

A. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2025-05-01, an Ordinance amending Chapter 74 - Parks and Recreation, Article II - Municipal Swimming Pool to the Alpine Code of Ordinances; Amending rules and regulations for the city pool.

OPEN (5:46 P.M.)

Public Comments: None.

B. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2025-05-02, an ordinance authorizing the vacation, abandonment, and sale of 0.046 acres out of S. 5th St. right of way, platted as part of Ferguson's Second Addition to the City of Alpine, Envelope 96, Plat Records of Brewster County, Texas; Authorizing the City Manager to execute a Deed without Warranty to the applicant, Horticultural Consulting LLC; Directing that funds from the sale of the city's interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof; Providing for a Severability Clause; Providing for an Effective Date.

Public Comments: None.

C. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-05-01, a special use permit allowing a short term rental to be established at 307 E. June Street. The applicants are April McAnally. The property owner of record is Karla Tomanka. The Parcel ID of the subject property is 10199. (G. Calderon, City Secretary)

Public Comments: April McAnally, applicant for Special Use Permit 2025-05-01, addressed the City Council regarding the permit.

CLOSE (5:49 P.M.)

4. **PUBLIC PRESENTATIONS.**

A. Presentations & Recognitions

B. Proclamations

i) Proclamation of National Public Service Appreciation Week for May 4th - 10th.

Mayor Eaves presented the Proclamation of National Public Service Appreciation Week to city employees that were in attendance to receive the Proclamation.

ii) Proclamation of National Municipal Clerks Appreciation Week for May 4th -10th.

Mayor Eaves presented the Proclamation of National Municipal Clerks Appreciation Week to City Secretary, Geoffrey R. Calderon, and Records Clerks, Alexandra Tackett and Vianey Olivas.

iii) Proclamation of National Public Works Week (NPWW) on May 18, 2025 to May 24, 2025.

Mayor Eaves presented the Proclamation of National Public Works Week to the six employees present from Public Works Department.

iv) Proclamation of National Police Week Sun, May 11, 2025 – Sat, May 17, 2025.

Mayor Eaves presented the Proclamation of National Police Week to Chief of Police Darrell Losoya and 8 law enforcement employees.

Mayor Eaves called a short recess. **(6:00 P.M.)**
The meeting resumed. **(6:05 P.M.)**

C. Community Interest Items

i) Mayor Announcements

ii) City Manager Announcements

iii) Council Member Announcements

5. **CHANGES TO POSTED AGENDA.**
NOTICE: *The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.

RESOLUTION 2025-05-02: Councilor Rick Stephens moved to withdraw Item No. 11-D regarding dumpsters in the Country Club Estates. The motion was seconded by Councilor Lucy Escovedo. The City Council unanimously adopted the motion with all members present voting in favor. Item 11-D was withdrawn from the agenda.

B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.

Mayor Catherine Eaves requested that Consent Agenda Item No. C be removed from the consent agenda for separate discussion.

C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.

No items were added to the consent agenda.

D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

No time sensitive items were added to the Time Sensitive Items portion of the meeting.

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

A. Approval of the April 15, 2025 Regular Meeting Minutes. (G. Calderon, City Secretary)

B. Approval of the excused absence of Councilor Eva Martinez from the April 15, 2025 Regular City Council meeting. (G. Calderon, City Secretary)

C. Approval of Special Use Permit 2025-05-01, a special use permit allowing a short term rental to be established at 307 E. June Street. The applicants are April McAnally. The property owner of record is Karla Tomanka. The Parcel ID of the subject property is 10199. (G. Calderon, City Secretary)

RESOLUTION 2025-05-03: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve the consent agenda Items No. A and B, the City Council unanimously adopted the motion with all members present voting in favor.

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

Consent Agenda Item No. C

Approval of Special Use Permit 2025-05-01, a special use permit allowing a short term rental to be established at 307 E. June Street. The applicants are April McAnally. The property owner of record is Karla Tomanka. The Parcel ID of the subject property is 10199. (G. Calderon, City Secretary)

Jessica Isley, Building Official, addressed the City Council regarding the proposed short term rental and its non-conformance status with the city zoning ordinance.

No motion to approve the item was made and approval of the item died due to lack of a motion.

9. **REPORTS & PRESENTATIONS.**

Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.

A. Tourism update by Director of Tourism, Chris Ruggia. (M. Antrim, City Manager)

Chris Ruggia, Director of Tourism, presented an update to the City Council.

10. **INFORMATION OR DISCUSSION ITEMS.**

A. Discuss the status of the roads in Alpine Country Club Estates including why the main road degrades at a higher rate than normal and the plans for rehabilitating the main road and neighborhood road. (R. Stephens, City Council)

Councilor Rick Stephens led a discussion regarding the roads in Country Club Estates.

Mayor Eaves called a short recess. **(7:08 P.M.)**
The meeting resumed. **(7:12 P.M.)**

B. Discuss sound testing data level from recent decibel meter readings at Hotel Richey and comparison to the Alpine Noise Ordinance. (R. Stephens, City Council)

Councilor Rick Stephens led a discussion regarding sound testing data level from recent decibel meter readings at the Hotel Ritchey and comparison to the Alpine Noise Ordinance.

C. Discuss using HOT funds to support Music Advisory Board Members by covering their lodging to attend the Regional Music Friendly Meeting in Odessa, Texas. (M. Antrim, City Manager)

Megan Antrim, City Manager, led a discussion regarding the use of HOT funds to support the Music Advisory Board Members by covering lodging to attend the Regional Music Friendly Meeting in Odessa, Texas.

D. Discuss updates and recommendations made to Appendix C - Zoning to the Alpine Code of Ordinances and combining Chapter 78 - Signs to the Alpine Code of Ordinances into Appendix C - Zoning. (M. Antrim, City Manager)

Megan Antrim, City Manager, and Jessica Isley, Building Official, held a discussion with the City Council regarding the proposed changes to the city's zoning ordinance.

E. Discuss the proposal from Strategic Government Resources (SGR) regarding the hire of an Interim Utilities Director. (M. Antrim, City Manager)

Megan Antrim, City Manager, discussed the proposal from Strategic Government Resources regarding the hire of an Interim Utilities Director with the City Council.

11. **ACTION ITEMS.**

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

A. Approve the second and final reading of Ordinance 2025-05-01, an Ordinance amending Chapter 74 - Parks and Recreation, Article II - Municipal Swimming Pool to the Alpine Code of Ordinances; Amending rules and regulations for the city pool. (M. Antrim, City Manager)

RESOLUTION 2025-05-04: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve the second reading of Ordinance 2025-05-01 as presented, the City Council unanimously adopted the motion with all members present voting in favor.

B. Approve the second and final reading of Ordinance 2025-05-02, an ordinance authorizing the vacation, abandonment, and sale of 0.046 acres out of S. 5th St. right of way, platted as part of Ferguson's Second Addition to the City of Alpine, Envelope 96, Plat Records of Brewster County, Texas; Authorizing the City Manager to execute a Deed without Warranty to the applicant, Horticultural Consulting LLC; Directing that funds from the sale of the city's interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof; Providing for a Severability Clause; Providing for an Effective Date. (M. Antrim, City Manager)

RESOLUTION 2025-05-05: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve the second and final reading of Ordinance 2025-05-02 as presented, the City Council unanimously adopted the motion with all members present voting in favor.

C. Approve Resolution 2025-05-01, a resolution approving a Contract for the purpose of Financing an Asphalt Zipper. (M. Antrim, City Manager)

RESOLUTION 2025-05-06: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve Resolution 2025-05-01, approving a contract for the purpose of Finance an Asphault Zipper for an annual payment of $78,619.37, the City Council unanimously adopted the motion with all members present voting in favor.

RESOLUTION 2025-05-07: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to amend the original motion to give the City Manager the full authority to move forward without City Council approval if she can get the financing costs approved at the same or a reduction, and at a future City Council meeting she provide information to City Council rather than ask for approval, the City Council unanimously adopted the amendment with all members present voting in favor. The City Council subsequently adopted the original motion as amended.

D. Take action on a resolution to direct that the dumpsters in Alpine Country Club Estates be moved to the main entrance from 67/90 in order to minimize the impact of the heavy vehicles on the main road. (R. Stephens, City Council)

Item No. 11-D was withdrawn pursuant to action in Section No. 5 of the meeting, CHANGES TO POSTED AGENDA, pursuant to Resolution 2025-05-02.

E. Approve lease agreement between Alpine Community Projects and the City of Alpine for the use of the building at 205 E Sul Ross Avenue. (M. Antrim, City Manager)

RESOLUTION 2025-05-08: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve the lease agreement between Alpine Community Projects and the City of Alpine for the use of the building at 205 E Sul Ross Avenue, also known as the old sunshine house, the City Council unanimously adopted the motion with all members present voting in favor.

12. **EXECUTIVE REPORTS.**

Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.

City Mayor Report

City Manager Report

13. **CITY COUNCIL MEMBER COMMENTS.**

RESOLUTION 2025-05-09: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to extend beyond 9 o' clock for the City Council meeting, the City Council unanimously adopted the motion.

RESOLUTION 2025-05-10: On a motion by Councilor Rick Stephens and seconded by Councilor Darin Nance to recess into executive session, the City Council unanimously adopted the motion with all members present voting in favor. **(8:36 P.M.)**

14. **EXECUTIVE SESSION.**

NOTICE: *The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by 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 551.087 (development).*

A. Consultation with Attorney § 551.071, Texas Government Code:

a. Letter of Demand - Stephen Seale
b. Letter of Demand - Living Trust of James Distel

15. **ACTION AFTER EXECUTIVE SESSION.**

RESOLUTION 2025-05-11: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to move into regular session, the City Council unanimously adopted the motion with all members present voting in favor. **(9:22 P.M.)**

A. Action, if any, concerning any of the items listed in executive session. (M. Antrim, City Manager)

RESOLUTION 2025-05-12: On a motion by Councilor Darin Nance and seconded by Councilor Eva Martinez to take no action on either item, the City Council unanimously adopted the motion with all members present voting in favor.

16. **ADJOURN.**

There being no further business, the meeting was adjourned by Mayor Eaves. **(9:23 P.M.)**

APPROVED:

_____
Catherine Eaves, *Mayor*

ATTEST:

_____
Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on May 2, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 2nd day of May 2025.

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 7B
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve

AGENDA ITEM

Approval of the April 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 4-2025 OCS Report FY 2025

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/8/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/8/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

OFFICE OF THE CITY SECRETARY

APRIL 2025 ACTIVITY REPORT

LEGISLATIVE SERVICES & CITY COUNCIL ACTIVITIES

Legislative Services / City Council activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances, resolutions, proclamations and other documents for Legislative Services and other city departments. Each item that is included on a City Council agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Meeting Type	April 2025	FY 2025 YTD
Regular Meetings	2	13
Special Meetings	0	1
Workshops	2	8

Document Type	April 2025	FY 2025 YTD
Agendas Prepared/Posted	2	14
Packets Prepared/Posted	2	14
Minutes Completed/Approved	2	15

Agenda Items Processed	April 2025	FY 2025 YTD
Ordinances	2	10
Resolutions	1	18
Orders	0	6
Proclamations	6	9
Contracts/Agreements	1	8
Policy Revisions	0	6
General Special/Conditional Use Permit	0	0
Short Term Rental	5	9
Alcoholic Beverage Permit	1	8
Coin-Operated / Gameroom Permit	0	0
Rezone	0	0
Replat	0	3
Annexation	0	0
Variance	0	1
Board Appointments	0	3
Other	21	115

Enrolled (Passed) Documents	April 2025	FY 2025 YTD
Ordinances	2	9
Resolutions	1	18
Orders	0	6

APPROVED ORDINANCES.

Ordinance 2025-04-02: Approve the second and final reading of Ordinance 2025-04-02, an ordinance amending Chapter 22 - Businesses to the Alpine Code of Ordinances; Establishing regulations and requirements regarding the sale of alcohol within the city and providing for specific zoning districts in which alcohol may be sold; Providing the establishment of up to a $500 penalty per occurrence for violations of the ordinance; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clauses. *The City Council approved this item on April 15, 2025.*

UNAPPROVED ORDINANCES – None.

APPROVED RESOLUTIONS.

Resolution 2025-04-11: a resolution adopting a swimming pool fee schedule for the Fiscal Year 2025 for the Alpine Municipal Swimming Pool. *The City Council approved this item on April 15, 2025.*

UNAPPROVED RESOLUTIONS – None.

APPROVED SPECIAL USE PERMITS.

Special Use Permit 2025-04-01: a special use permit allowing the applicant, Holland Four Yucca, LLC, to obtain the following licenses/permits from the Texas Alcoholic Beverage Commission: 1) Late Hours Certificate (LH) to allow open hours until 2:00 A.M. 2) Mixed Beverage (MB) Permit to allow liquor sales, and a Food and Beverage Certificate (FB). The subject property is located at 209 W. Holland Avenue. The property owner of record is Holland Investors LLC. The Parcel ID of the subject property is 11836. The current zoning classification of the subject property is C-2 Business District and will remain the same if the application is approved. *The City Council approved this item on April 1, 2025.*

Special Use Permit 2025-04-02: a special use permit allowing a short term rental to be established at 405 W. Ave E. The applicants are David & Laurie Oyer. The property owner of record is 405 W. Avenue E, LLC. The Parcel ID of the subject property is 11881. (G. Calderon, City Secretary)

Special Use Permit 2025-04-03: a special use permit allowing a short term rental to be established at 403 W. Holland Avenue, Unit A. The applicant is Little Torch Enterprises, LLC, DBA Cozy Court c/o Heather Smith. The property owner of record is Little Torch Enterprises, LLC. The Parcel ID of the subject property is 11849.

Special Use Permit 2025-04-04: a special use permit allowing a short term rental to be established at 100 W. Murphy Street. The Applicant is April McAnally. The property owner of record is 6012 Avenue T, LLC. The Parcel ID of the subject property is 32660.

Special Use Permit 2025-04-05: a special use permit allowing a short term rental to be established at 409 N. 6th Street. The applicant is April McAnally. The property owner of record is Jason Michelotti. The Parcel ID of the subject property is 11993.

Special Use Permit 2025-04-06: a special use permit allowing a short term rental to be established at 601 N. 8th Street. The applicant is Allison Davidson. The property owner of record is Allison Smith. The Parcel ID of the subject property is 10459.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED ORDERS – None

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC.

Animal Permit 2025-04-01: a horse permit to be issued to Robert Gates to house two (2) horses at 1902 W. Ave E, Alpine, Texas. *The City Council approved this item on April 1, 2025.*

WORKSHOPS & PRESENTATIONS.

April 1, 2025: Workshop regarding the implementation of a 380 Agreement Ordinance, including general requirements, processes, & procedures.

April 15, 2025: Employee Insurance Discussion presented by Hotchkiss Insurance.

TRANSPARENCY IN GOVERNMENT: HEARINGS, LETTERS, & PUBLIC NOTICES

The City held 9 public hearings in April 2025. Additionally, we sent 86 letters to owners within 200 feet of properties where proposed zoning and land use changes were being considered.

Public Hearings	April 2025	FY 2025 YTD
No. of Hearings Conducted	9	42

Letters	April 2025	FY 2025 YTD
No. of Letters Sent	86	275

Official Newspaper Notices	April 2025	FY 2025 YTD
Notice of Public Hearing	4	24
Notice of Passed Ordinance	2	8
Misc. Public Notice (RFP, Workshop, Etc.)	1	6

PUBLIC INFORMATION REQUESTS

Public Information Requests	April 2025	FY 2025 YTD
Requests Received	20	89
Average Completion Time	2.84 days	3.6 days
Referred to Attorney General	0	0

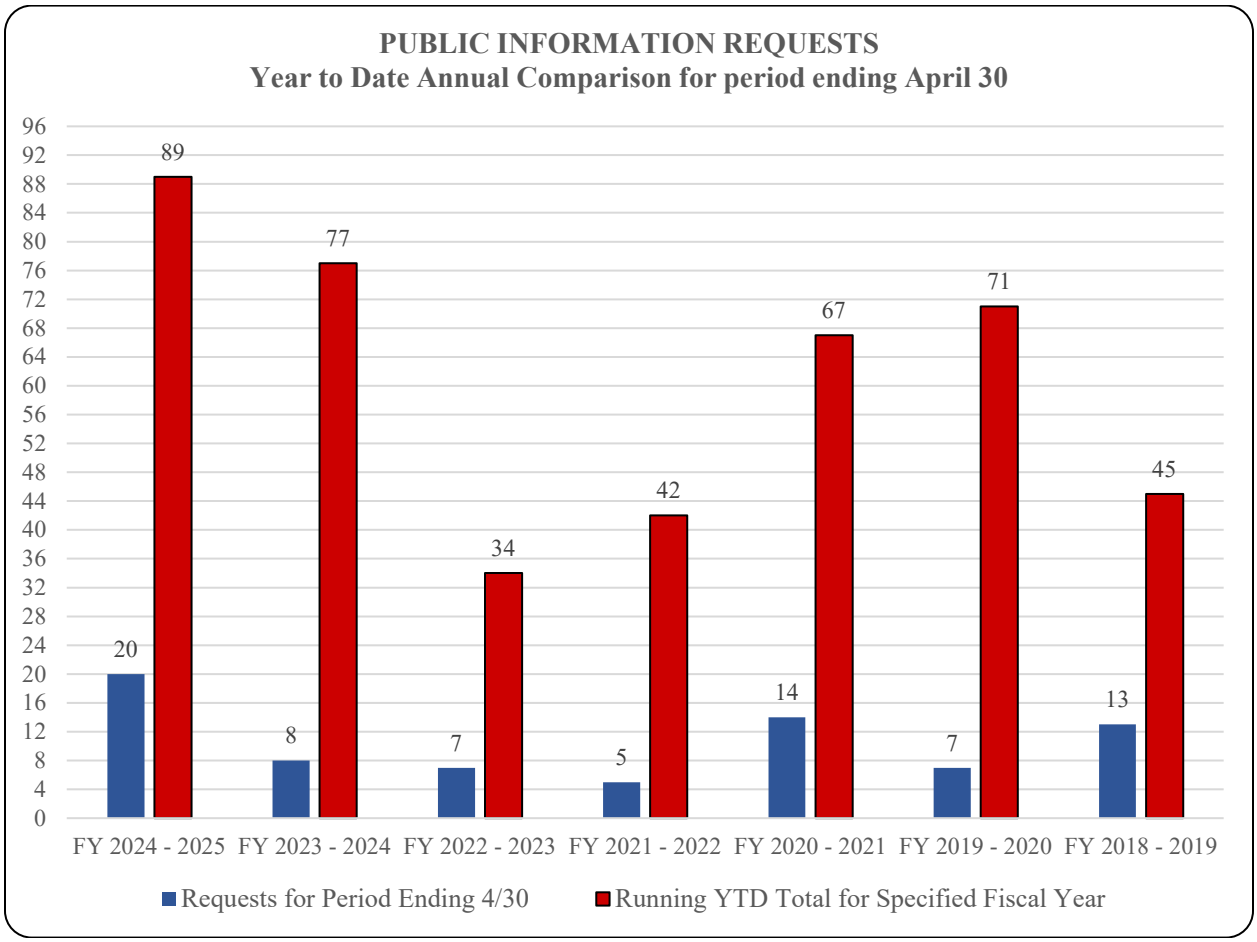
Requests by Department	April 2025	FY 2025 YTD
Administration	3	15
Animal Services	-	-
Building Services / Planning / Code	2	15
Finance	1	5
Police	14	50
Public Works	-	-

Utilities	-	2
Utility Billing	-	-
Redirected to another agency	-	5

PUBLIC INFORMATION REQUESTS –

Year to Date Annual Comparison for period ending April 30.

Annual Comparison	Requests for Period Ending 4/30	Running YTD Total for Specified Fiscal Year
FY 2024 - 2025	20	89
FY 2023 - 2024	8	77
FY 2022 - 2023	7	34
FY 2021 - 2022	5	42
FY 2020 - 2021	14	67
FY 2019 - 2020	7	71
FY 2018 - 2019	13	45



BOARDS, COMMISSIONS, & COMMITTEES ACTIVITIES

Boards, Commissions, and Committees activities include preparing agendas, meeting packets, minutes, presentations, monthly reports, and many other types of documents for meetings. This also includes drafting ordinances and other documents for Legislative Services and other city departments. Each item that is included on a Board agenda requires staff time for preparation prior to the meeting and execution time after the meeting.

Document Type	April 2025	FY 2025 YTD
Agendas Prepared/Posted	3	17
Packets Prepared/Posted	1	15
Minutes Completed	1	14

Board Meetings Held	April 2025	FY 2025 YTD
Animal Advisory Board	1	3
Hotel Occupancy Tax Committee	0	1
Music Advisory Board	1	1
Parks and Recreation	1	5
Planning & Zoning	0	5
Building & Standards	0	0

Animal Advisory Board.

The Animal Advisory Board met on April 8, 2025 and made a recommendation to update Chapter 10 – Animals to the Alpine Code of Ordinances. The amendments provide amended language to provide additional clarification throughout the chapter and provide updates to animal department and facility titles within the city.

Hotel Occupancy Tax Committee – None.

Parks & Recreation Board.

The Parks & Recreation Board met on April 9, 2025 to attend the grand opening of Pueblo Nuevo Park.

Planning & Zoning Commission.

The Planning & Zoning Commission meeting did not take place due to lack of pending items and no agenda items being received by the deadline. Elections were also taking place in the City Council Chambers during the normal meeting time.

Music Advisory Board

The Music Advisory Board held a workshop to discuss plans for June 21 International Make Music Day, to discuss the Music Industry Directory, and to discuss general fund arts budget.

Building & Standards Commission - None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES.

BOARD APPOINTMENTS – None.

BOARD RESIGNATIONS / REMOVAL – None.

BOARD VACANCIES

Parks & Recreation Board

Place 1
Place 2
Place 4

Building & Standards

Place 6
Place 7

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

TRAINING ACTIVITY & SPECIAL EVENTS –

- The City Secretary attended the following seminar from the Texas Municipal Clerks Association:
  - Municipal Budget Cycle.
- The City Secretary attended the following webinars from the Office of the Texas Secretary of State:
  - Canvassing and Post-Election Activities.
- The City Secretary, Records Clerk, and Court Clerk attended Notary Public Training sponsored by the Alamo Chapter of the Texas Municipal Clerks Association.

ELECTION ACTIVITY –

- Held Early Voting: Weekdays, Tuesday April 22 – Tuesday, April 29.

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 7C
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: Approve

AGENDA ITEM

Approval of the April 2025 Invoice for Bojorquez Law Firm Services. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. BLF - April 2025 Invoice

BUDGET CONSIDERATIONS

Expenditure Required:	$6,462.00
Savings Anticipation:	N/A
Current Budget FY2024-2025:	$100,000.00
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/8/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/8/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

BOJORQUEZ LAW FIRM, PC
TexasMunicipalLawyers.com

INVOICE

Number	13412
Issue Date	4/30/2025
Due Date	5/30/2025

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

Alpine - General

Total for Alpine - General	$2,421.00

Alpine - Litigation

Total for Alpine - Litigation	$3,159.80

Alpine - Municipal Court

Total for Alpine - Municipal Court	$163.60

Alpine - Personnel

Total for Alpine - Personnel	$168.00

Total for Alpine - Real Estate	$549.60

Total (USD)	$6,462.00
Paid	$0.00
Balance	$6,462.00

Terms & Conditions

WARNING: While this document is a public record subject to release under Tex. Gov't Code Ch. 552.022(a), it might contain *Confidential/Privileged* information exempt from disclosure.

Make checks payable to Bojorquez Law Firm, PC

Tax ID#27-0818127

11675 Jollyville Road, Suite 300

Austin, TX 78759

ALL PAST DUE AMOUNTS ARE SUBJECT TO INTEREST CHARGES

Timekeeper Totals

Name	Rate	Hours	Total
Cynthia Trevino	$209.43	26.90	$5,633.80
Nicole E Hipp-Follweiler	$108.00	1.70	$183.60
Mylinda Murray	$108.00	1.70	$183.60
Scott Tschirhart	$350.00	0.70	$245.00
Jessica Grosek	$108.00	2.00	$216.00

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10A
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: None

AGENDA ITEM

Discuss City Council Representation on each of the Boards and Commissions. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The City of Alpine maintains several boards, commissions, and committees that serve in an advisory capacity to the City Council, supporting informed policy making and community engagement. Each body includes an ex-officio City Council representative to provide a direct liaison to the governing body and ensure alignment with council priorities. A review of current appointments reveals vacancies and outdated assignments that must be updated to maintain effective oversight and compliance with established procedures.

As of this review, the following updates are required:

- **Planning and Zoning Commission** – Ex-Officio: Mayor Catherine Eaves (Current)
- **Building & Standards Commission** – Ex-Officio: Council Member Ward 4, Lucy Escovedo (Current)
- **Parks & Recreation Board** – Ex-Officio: *VACANT* (Previously held by Council Member Ward 3)
- **Animal Advisory Committee** – Ex-Officio: Council Member Ward 2, Eva Martinez (Current)
- **Hotel Occupancy Tax (HOT) Committee** – Ex-Officio: Council Member Ward 5, Rick Stephens (Current)
- **Music Advisory Board** – Ex-Officio: *VACANT* (Previously held by Council Member Ward 1)

Timely updates to these ex-officio appointments are essential to ensure board continuity, provide consistent communication with the City Council, and maintain compliance with the City's governance framework. Additionally, the City Council shall issue annual directives by resolution outlining the focus, tasks, and advisory responsibilities for each board, commission, and committee. These directives guide the work of advisory bodies and ensure their efforts are aligned with the goals and priorities of the Council.
Per the City's governing provisions:

- All proposed board actions require City Council approval.
- Boards serve in an advisory role only and may not delegate or implement projects without explicit council authorization.
- Official recommendations must be submitted through the City Manager for placement on a City Council agenda.
- Direct contact between board members and City staff is restricted, with the exception of the City Secretary or assigned staff representatives.
- Board and committee chairs must report to the City Council at least quarterly—with the exception of the HOT Committee and Music Advisory Board, which report annually.
- Boards, commissions, and committees hold no contracting authority.
- Members may be removed for cause or after three consecutive unexcused absences.
- City employees are ineligible for appointment to permanent boards and commissions, except where permitted by ordinance or in the case of temporary/ad hoc committees.

To ensure transparency, accountability, and proper functioning of these advisory bodies, it is recommended that the City Council formally update the ex-officio appointments and issue corresponding directives by resolution. Doing so will reinforce effective governance, enhance communication, and support the continued service of the community.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/12/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10B
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: None

AGENDA ITEM

Discuss Animal Services spay and neuter pilot program. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

Animal Services is requesting City Council approval to implement a pilot Spay and Neuter Voucher Program using existing budgeted funds for Fiscal Year 2024–2025. The purpose of this initiative is to support responsible pet ownership in the Alpine community by providing financial assistance to residents for spaying and neutering their pets.

The proposed program will issue vouchers valued at up to $100 per household to qualifying residents. Primary focus will be given to low-income pet owners, individuals reclaiming animals from the shelter, and residents working to rehome litters while retaining adult pets. Vouchers will be distributed at the discretion of Animal Services staff and must be redeemed by the end of the current fiscal year.

This initiative aligns with Animal Services' broader mission to reduce the number of unwanted pets, improve animal health and behavior, and decrease the intake of stray and surrendered animals at the shelter. Currently, $30,000 is budgeted for spay/neuter services. To date, approximately $8,400 has been utilized—$3,000 for the TNR (Trap-Neuter-Return) program and $5,400.69 for shelter animals—leaving adequate funding to support this pilot effort.

If successful, this pilot program may inform future strategies for expanding services and outreach in support of long-term animal welfare goals within the community.

SUPPORTING MATERIALS

1. Spay & Neuter Program Presentation
2. Spay & Neuter Voucher

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/8/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/8/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

Alpine Animal Services Spay/ Neuter Program

Our mission for the program

Alpine Animal Services wants to live up to our name and start working on pilot programs to better serve the Alpine community. Our first program we are proposing is to offer $100 vouchers for Alpine pet owners in need of spay and neuter assistance. The vouchers would be given at the discretion of the Animal Services Staff and would need to be used before the end of the fiscal year. How will this help Alpine?

- Less unwanted pets
- Better pet health
- Less stray animals
- Less animals and litters coming into the shelter
- Less behavioral issues in pets

Where will the funds come from?

There is $30,000 budgeted for the spay/ neuter program this fiscal year. As of April 1st, we have only used $3,000 for our Trap Neuter Return (TNR) Program and $5,400.69 for shelter pets. We are halfway through the year and have only used a third of what we have. This is the perfect opportunity to try out the pilot program!

Who qualifies for assistance? Who will be our main focus?

During this pilot program we will focus on low-income pet owners, people who may be reclaiming a pet from the shelter that was picked up by our officers and people trying to rehome litters of puppies that want to keep their adult animals. This is just the start, depending on need and funds that are already budgeted for this fiscal year, we will continue to assess how we can better help as many pets and people in need as possible.

Thank You

CITY OF ALPINE SPAY/ NEUTER VOUCHER

This voucher is good for up to $100 off of the cost of a canine or feline spay or neuter. Voucher may only be used at Alpine Small Animal Practice and Alpine Veterinary Clinic. Pet owner is responsible for making the appointment and any additional costs that are accrued during the visit. Voucher must be presented at the time of the appointment to redeem.

OWNER NAME **STAFF SIGNATURE**

Expiration date:
9/30/25

CITY OF ALPINE SPAY/ NEUTER VOUCHER

This voucher is good for up to $100 off of the cost of a canine or feline spay or neuter. Voucher may only be used at Alpine Small Animal Practice and Alpine Veterinary Clinic. Pet owner is responsible for making the appointment and any additional costs that are accrued during the visit. Voucher must be presented at the time of the appointment to redeem.

OWNER NAME **STAFF SIGNATURE**

Expiration date:
9/30/25

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10C
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Geoffrey R. Calderon, City Secretary
Staff Recommendation: None

AGENDA ITEM

Discussion regarding Ordinance 2025-06-01, an ordinance approving Rezone Application 2025-06-01; Amending the official zoning map of the city by rezoning the property located at 702 E. Murphy and legally described as Lots One (1) and Two (2), Block Twenty-Five (25) Hancock Addition, to the City of Alpine, Brewster County, Texas; Rezoning the subject property from C-1 Neighborhood Commercial District to M-1 Industrial District. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

In 2017, the previous and current owner of Property ID 34803, Mr. Roy Davis and Mr. Elizardo Aranda, requested that the property be rezoned to allow for the operation of an automotive repair shop. At that time, City staff recommended rezoning the property to C-1 Neighborhood Commercial District. However, this zoning designation is not suitable for the proposed automotive use.

The rezoning request was processed through the Planning & Zoning Commission and approved by City Council as recommended. The property owner is now petitioning to rezone the property to M-1 Industrial District, which is a more appropriate designation for the intended use.The M-1 zoning classification supports automotive repair uses and aligns with the City's zoning code.

It is not considered spot zoning, as the property is adjacent to other M-1 zoned parcels. Additionally, the C-2 Business District uses—such as automotive services—are permitted within the M-1 zone.

This item is set for the Planning and Zoning Meeting, May 19, 2025, for review and recommendation.

SUPPORTING MATERIALS

1. 2025-06-01 Ordinance Zoning Change Elizardo Aranda

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/9/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

STATE OF TEXAS CITY OF ALPINE

COUNTY OF BREWSTER

ORDINANCE 2025-06-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING REZONE APPLICATION 2025-06-01; AMENDING THE OFFICIAL ZONING MAP OF THE CITY BY REZONING THE PROPERTY LOCATED AT 702 E. MURPHY AND LEGALLY DESCRIBED AS LOTS ONE (1) AND TWO (2), BLOCK TWENTY-FIVE (25) HANCOCK ADDITION, TO THE CITY OF ALPINE, BREWSTER COUNTY, TEXAS; REZONING THE SUBJECT PROPERTY FROM C-1 NEIGHBORHOOD COMMERCIAL DISTRICT TO M-1 INDUSTRIAL DISTRICT; PROVIDING FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, PROPER NOTICE, AND HEARING CLAUSES.

WHEREAS, Elizardo Aranda initiated a zoning change to update the zoning designation from C-1 Neighborhood Commercial District to M-1 Industrial District for the property located at 702 E. Murphy; and

WHEREAS, the subject property is legally described as Lots One (1) and Two (2), Block Twenty-Five (25) Hancock Addition, to the City of Alpine, Brewster County, Texas; and

WHEREAS, the subject property has a property identification number of 34803 in the public records of Brewster County, Texas, and the record owner of the property is Elizardo J. Aranda; and

WHEREAS, the applicant of the rezoning application seeks to establish an automotive shop at the subject property, the use of which is not acceptable under the current zoning designation; and

WHEREAS, on May 19, 2025, the Planning & Zoning Commission of the City of Alpine held a public hearing regarding the request to rezone, public notice of which was duly provided to the public in the May 1, 2025 edition of the City's official newspaper; and

WHEREAS, the Planning & Zoning Commission voted to recommend approval of the rezoning request; and

WHEREAS, the City Council held a public hearing on June 3, 2025 and June 7, 2025, regarding the request to rezone, public notice of which was duly provided to the public in the May 1, 2025 edition of the official newspaper of the city; and

WHEREAS, notices were sent by United States Postal Service mail to property owners within 200 feet regarding the times and places of the public hearings at least 10 days prior to said hearings; and

WHEREAS, Chapter 211 of the Texas Local Government Code provides that municipalities have the authority to regulate zoning; and

WHEREAS, Section 2.01(B)(8) of the City's Charter provides the City with authority to establish land use and development regulations, including zoning regulations, by ordinance; and

WHEREAS, after receiving a recommendation from the Planning & Zoning Commission, receiving resident feedback, and receiving feedback from City Staff, the City Council deems it to be in the best interest of the City to approve the zoning change of the subject property as requested by the applicant; and

WHEREAS, the City Council has given due public notice of hearings relating to zoning districts, regulations, and restrictions, and has held such public hearings; and

WHEREAS, all requirements of the State Statutes, with regard to the preparation of the report of the Planning & Zoning Commission and subsequent action of the City Council have been met.

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

SECTION I
FINDINGS OF FACT

Each and every one of the recitals, findings, and determinations contained in the preamble of this ordinance are found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby repeated and incorporated herein as if copied in their entirety.

SECTION II
ZONING CHANGE

The zoning designation of M-1 Industrial District is hereby approved for the property located at 702 E. Murphy Street and legally described as Lots one (1) and two (2), Block twenty-five (25) Hancock Addition, to the City of Alpine, Brewster County, Texas. The official zoning map of the City is hereby amended to reflect the updated zoning.

SECTION III
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 IV
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 V
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 VI
PUBLIC HEARING

A public hearing was held on June 3, 2025 and June 17, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearings, and notice of how to obtain copies of the proposed documents, was published in the Alpine Avalanche, the official newspaper of the City of Alpine.

SECTION VII
EFFECTIVE DATE

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

PASSED AND ADOPTED THIS 17th DAY OF JUNE 2025 BY MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING

JUNE 3, 2025

SECOND AND FINAL READING

JUNE 17, 2025

APPROVED:

_____

Catherine Eaves, Mayor

ATTEST:

_____

Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

_____

City Attorney

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10D
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Geoffrey R. Calderon, City Secretary
Staff Recommendation: Approve
None

AGENDA ITEM

Discussion regarding Ordinance 2025-06-02, an ordinance approving Rezone Application 2025-06-02; Amending the official zoning map of the city by rezoning the property located at 1009 E. Gallego Avenue and legally described as All of Lots Four (4), Five (5), Six (6), Seven (7), and Eight (8) and the East One-Half (E ½) of Lot Three (3) and Nine (9), in Block Thirty Three (33), Hancock Addition (South of the Railroad), save and except the North 20 varas of Lots Four (4) and Five (5), and the North 20 varas of the East One-Half (E ½) of Lot Three (3), Block Thirty-Three (33), Hancock Addition (South of the Railroad), as the same appears in the map or plat records on file in the Office of the County Clerk of Brewster County, Texas; Rezoning the subject property from R-4 Mobile Home District to C-1 Neighborhood Commercial District. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

Mike Pallanez is requesting a zoning change for his property to C-1 Neighborhood Commercial District. A neighboring property has been successfully rezoned to a commercial designation, supporting the feasibility of this request.

Mr. Pallanez intends to apply for a license/permit through the Texas Alcoholic Beverage Commission (TABC). He previously held a TABC permit for this property, but it has since lapsed. To re-establish this use, the property must first be rezoned to C-1, followed by the required Special Use Permit process in accordance with city ordinance.

This item is set for the Planning and Zoning Meeting, May 19, 2025, for review and recommendation.

SUPPORTING MATERIALS

1. 2025-06-02 Ordinance Zoning Change Mike Pallanez

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY 2024-2025: N/A
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/9/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

STATE OF TEXAS CITY OF ALPINE

COUNTY OF BREWSTER

ORDINANCE 2025-06-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS APPROVING REZONE APPLICATION 2025-06-02; AMENDING THE OFFICIAL ZONING MAP OF THE CITY BY REZONING THE PROPERTY LOCATED AT 1009 E. GALLEGO AVENUE AND LEGALLY DESCRIBED AS ALL OF LOTS FOUR (4), FIVE (5), SIX (6), SEVEN (7), AND EIGHT (8) AND THE EAST ONE-HALF (E ½) OF LOT THREE (3) AND NINE (9), IN BLOCK THIRTY THREE (33), HANCOCK ADDITION (SOUTH OF THE RAILROAD), SAVE AND EXCEPT THE NORTH 20 VARAS OF LOTS FOUR (4) AND FIVE (5), AND THE NORTH 20 VARAS OF THE EAST ONE-HALF (E ½) OF LOT THREE (3), BLOCK THIRTY-THREE (33), HANCOCK ADDITION (SOUTH OF THE RAILROAD), AS THE SAME APPEARS IN THE MAP OR PLAT RECORDS ON FILE IN THE OFFICE OF THE COUNTY CLERK OF BREWSTER COUNTY, TEXAS; REZONING THE SUBJECT PROPERTY FROM R-4 MOBILE HOME DISTRICT TO C-1 NEIGHBORHOOD COMMERCIAL DISTRICT; PROVIDING FINDINGS OF FACT, REPEALER, SEVERABILITY, EFFECTIVE DATE, PROPER NOTICE, AND HEARING CLAUSES.

WHEREAS, Mike Pallanez initiated a zoning change to update the zoning designation from R-4 Mobile Home District to C-1 Neighborhood Commercial District for the property located at 1009 E. Gallego Avenue; and

WHEREAS, the subject property is legally described as All of Lots Four (4), Five (5), Six (6), Seven (7), and Eight (8) and the East One-Half (E ½) of Lot Three (3) and Nine (9), in Block Thirty Three (33), Hancock Addition (South of the Railroad), save and except the North 20 varas of Lots Four (4) and Five (5), and the North 20 varas of the East One-Half (E ½) of Lot Three (3), Block Thirty-Three (33), Hancock Addition (South of the Railroad), as the same appears in the map or plat records on file in the Office of the County Clerk of Brewster County, Texas; and

WHEREAS, the subject property has a property identification number of 10748 in the public records of Brewster County, Texas, and the record owner of the property is Mike G. Pallanez; and

WHEREAS, the applicant of the rezoning application seeks to establish a commercial building at the subject property, the use of which is not acceptable under the current zoning designation; and

WHEREAS, on May 19, 2025, the Planning & Zoning Commission of the City of Alpine held a public hearing regarding the request to rezone, public notice of which was duly provided to the public in the May 1, 2025 edition of the City's official newspaper; and

WHEREAS, the Planning & Zoning Commission voted to recommend approval of the rezoning request; and

WHEREAS, the City Council held a public hearing on June 3, 2025 and June 7, 2025, regarding the request to rezone, public notice of which was duly provided to the public in the May 1, 2025 edition of the official newspaper of the city; and

WHEREAS, notices were sent by United States Postal Service mail to property owners within 200 feet regarding the times and places of the public hearings at least 10 days prior to said hearings; and

WHEREAS, Chapter 211 of the Texas Local Government Code provides that municipalities have the authority to regulate zoning; and

WHEREAS, Section 2.01(B)(8) of the City's Charter provides the City with authority to establish land use and development regulations, including zoning regulations, by ordinance; and

WHEREAS, after receiving a recommendation from the Planning & Zoning Commission, receiving resident feedback, and receiving feedback from City Staff, the City Council deems it to be in the best interest of the City to approve the zoning change of the subject property as requested by the applicant; and

WHEREAS, the City Council has given due public notice of hearings relating to zoning districts, regulations, and restrictions, and has held such public hearings; and

WHEREAS, all requirements of the State Statutes, with regard to the preparation of the report of the Planning & Zoning Commission and subsequent action of the City Council have been met.

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

SECTION I
FINDINGS OF FACT

Each and every one of the recitals, findings, and determinations contained in the preamble of this ordinance are found to be true and correct legislative and factual findings of the City Council of the City of Alpine and are hereby repeated and incorporated herein as if copied in their entirety.

SECTION II
ZONING CHANGE

The zoning designation of C-1 Neighborhood Commercial District is hereby approved for the property located at 1009 E. Gallego Avenue and legally described as all of Lots four (4), five (5), six (6), seven (7), and eight (8) and the East one-half (e ½) of Lot three (3) and nine (9), in Block thirty three (33), Hancock Addition (South of the Railroad), save and except the North 20 varas of Lots four (4) and five (5), and the North 20 varas of the East one-half (e ½) of Lot three (3), Block thirty-three (33), Hancock Addition (South of the Railroad), as the same appears in the map or plat records on file in the Office of the County Clerk of Brewster County, Texas. The official zoning map of the City is hereby amended to reflect the updated zoning.

SECTION III
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 IV
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 V
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 VI
PUBLIC HEARING

A public hearing was held on June 3, 2025 and June 17, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearings, and notice of how to obtain copies of the proposed documents, was published in the Alpine Avalanche, the official newspaper of the City of Alpine.

SECTION VII
EFFECTIVE DATE

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

PASSED AND ADOPTED THIS 17th DAY OF JUNE 2025 BY MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING	**SECOND AND FINAL READING**
JUNE 3, 2025	JUNE 17, 2025

APPROVED:

_____

Catherine Eaves, Mayor

ATTEST:

_____
Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

_____
City Attorney

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10E
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: None

AGENDA ITEM

Discussion regarding Ordinance 2025-06-03, an ordinance amending Chapter 90 – Taxation, Article V – Short Term Rentals to the Alpine Code of Ordinances; Amending rules and regulations regarding short term rentals within the city limits; Providing the establishment of up to a $500 penalty per occurrence for violations of the ordinance. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The City of Alpine is proposing updates to its existing Short-Term Rental (STR) Ordinance (Ordinance 2021-01-01), to improve regulatory compliance, clarify permit processes, and enhance neighborhood impact mitigation. These amendments reflect the City's ongoing efforts to ensure that STR operations are safe, accountable, and aligned with the broader interests of the community and city departments.

Key Proposed Changes:

1. **Parking Requirements:**
   The ordinance updates the parking requirements to align with the zoning ordinance. This will establish parking requirements based on the properties' designated zone.
2. **Fee Structure Updates:**
   - **Initial Permit Fee and Annual Renewal Fee:** Initially set at $350.00, with an annual renewal of $100.00.
   - **Proposed Fee:** Fees set by annual city council resolution with the initial recommendation being $250.00 for both initial and annual renewal fee.
3. **Additional Operational Clarifications:**
   - Additional definitions provided for rental, residence, and unit.
   - STR permits are non-transferable.
   - Applicant must complete and submit a self-inspection form as provided by the Administrator.
   - Operators must display the City-issued STR permit number in all listings.

These amendments are designed to reinforce the City's oversight of short-term rentals, improve transparency with neighbors and community stakeholders, and support the responsible operation of Short Term Rentals.

SUPPORTING MATERIALS

1. 2025-06-03 SHORT TERM RENTALS

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/12/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

STATE OF TEXAS CITY OF ALPINE

COUNTY OF BREWSTER

ORDINANCE 2025-06-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 90 – TAXATION, ARTICLE V – SHORT TERM RENTALS TO THE ALPINE CODE OF ORDINANCES; AMENDING RULES AND REGULATIONS REGARDING SHORT TERM RENTALS WITHIN THE CITY LIMITS; PROVIDING THE ESTABLISHMENT OF UP TO A $500 PENALTY PER OCCURRENCE FOR VIOLATIONS OF THE ORDINANCE; PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, ENACTMENT, REPEALER, PENALTY, SAVINGS, SEVERABILITY, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE CLAUSES.

WHEREAS, the City of Alpine, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, the City of Alpine established Article V – Short Term Rentals of the Alpine Code of Ordinance with the adoption of Ordinance 2021-01-01; and

WHEREAS, the short term rental ordinance was implemented to safeguard the life, health, safety, welfare, and property of the occupants of residential dwelling units, the neighbors of said occupants, the general public and to minimize adverse impacts to the housing supply caused by the conversion of residential units to tourist or transient use; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out power granted by law to the City; and

WHEREAS, the city has identified areas of improvement in the current ordinance and desires to revisit the requirements to provide updates that will benefit city departments, operators, and the community at large.

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

SECTION I
FINDINGS OF FACT

The Alpine Code of Ordinances is hereby amended to reflect the changes hereto attached as Exhibit "A." The premises attached as Exhibit "A" are 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
INCLUSION IN THE CODE OF ORDINANCES

The provisions of this ordinance shall become and be made a part of the Code of Ordinances of Alpine, Texas. The sections of the Ordinance may be renumbered or re-lettered to accomplish

such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word. The codifier of the City is empowered to make amendments to match the style of the existing code.

SECTION III
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 IV
PENALTY CLAUSE

Any person, corporation, or entity who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed $500.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense.

SECTION V
SAVINGS CLAUSE

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

SECTION VI
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 VII
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. A public hearing was held on June 17, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearing and notice of how to obtain copies of the proposed ordinance was published in the Alpine Avalanche, the official newspaper of the City of Alpine on June 12, 2025.

SECTION VIII
EFFECTIVE DATE

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

PASSED AND ADOPTED THIS 17th DAY OF JUNE 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING
JUNE 3, 2025

SECOND AND FINAL READING
JUNE 17, 2025

APPROVED:

_____
Catherine Eaves, Mayor

ATTEST:

_____
Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

_____
Cynthia Trevino, City Attorney

EXHIBIT "A"

EDITOR'S NOTE:

Additions are Underlined. ~~Omissions appear in Strikethrough Text.~~

ARTICLE V. SHORT TERM RENTALS

Sec. 90-121. Generals.

This article as herein established has been written for the purpose to control, manage and limit short term rentals commonly referred to as vacation rentals within allowable districts described in the zoning ordinance. The intent of this chapter is to safeguard the life, health, safety, welfare and property of the occupants of residential dwelling units, the neighbors of said occupants, the general public and to minimize adverse impacts to the housing supply caused by the conversion of residential units to tourist or transient use.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-122. Definitions.

For the purposes of this ordinance, the following words, terms, and phrases are defined as follows:

Administrator means the person designated by the City Manager to enforce and administer this ordinance ~~director of the department designated by the city manager to enforce and administer this chapter, including the director's designees~~.

Advertise means the act of drawing the public's attention to a short-term rental in order to promote the availability of the residence for use as a short-term rental. Said advertising may be found in any medium, including but not limited to, signage, social media, newspaper, magazine, brochure, website, or mobile application.

Bedroom means the living area(s) of the dwelling unit that is designed and furnished for sleeping and which has proper egress as required by the International Residential Code.

Booking service means any reservation and/or payment service provided by a person or entity that facilitates a short-term rental transaction between an owner and a prospective occupant, and for which the person or entity collects or receives, directly or indirectly through an agent or intermediary, a fee in connection with the reservation and/or payment services provided for the short-term rental transaction.

Hosting platform means a person or entity that participates in the short-term rental business by providing, and collecting or receiving a fee for, booking services through which an owner may offer premises for an occupant on a short-term basis. Hosting platforms usually, though not necessarily, provide booking service through an online platform that allows an owner to advertise the premises through a website provided by the hosting platform and the hosting platform conducts a transaction by which potential occupants arrange their use and their payment, whether the would-be-occupant pays rent directly to the owner or to the hosting platform.

Occupant means any individual person living, sleeping, or possessing a building, or portion thereof. A person is not required to be paying rent, providing in-kind services, or be named in any lease, contract or other legal document to be considered an occupant.

Owner means any person, agent, operator, firm, trust, corporation, partnership, or any other legal entity who has a legal or equitable interest in the property; or who is recorded in the official records of the county as holding title to the property; or who otherwise has control of the property, including the guardian of the estate of any such person, ~~and~~ or the executor of the estate of such person if ordered to take possession of real property by a court.

Premises means property, a lot, plot or parcel of land, including any structures or portions of structures thereon.

Rental means renting, bartering, trading, letting, or otherwise allowing the use of a residence or residential structure or room or rooms within a residence or residential structure. This shall not restrict, limit or interfere with any homeowner from participating in a leaseback upon the sale of a residence or residential structure.

Residence means a place where a person resides, occupies, lives, or has their home.

Short-term rental (STR) means a residential premise, or portion thereof, used for lodging accommodations to occupants for a period of less than 30 consecutive days. The definition of short-term rental does not include a bed and breakfast as defined in the Code, or a hotel with more than 10 rooms, cabins, bungalows, or other rentable units.

Unit means a separate accommodation, room, bungalow, casita, trailer, or cabin located on or within a single premises.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-123. Unpermitted short-term rentals prohibited.

(a) It shall be unlawful for any owner or person to rent, lease, advertise, or otherwise permit or allow any ~~residential~~ premises to be operated or used as an unpermitted short-term rental.

(b) All hosting platforms shall provide the following information in a notice to any owner listing a short-term rental located within the city through the hosting platform's service. The notice shall be provided prior to the owner listing the premises and shall include the following information: the "short-term rental" article of this Code prohibits the short-term rental of residential premises within the city without an active short-term rental permit.

(c) Notwithstanding any other provision of this article, nothing shall relieve any owner, person, occupant, or housing platform of the obligations imposed by the applicable provisions of state law and this Code, including but not limited to, those obligations imposed by the Tax Code. Further, nothing in this article shall be construed to limit any remedies available under the applicable provisions of state law and this Code.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-124. Short-term rental permit required.

An owner who desires to use its premises as a short-term rental must have a valid, active short-term rental permit from the city prior to using, allowing the use of, or advertising the use of said premises as a short-term rental. Each rentable unit must be permitted. Upon application to the city, a short-term rental permit shall be approved by the administrator, or designee, if the application satisfies all the conditions of this chapter, the "taxation chapter," and the zoning ordinance. The administrator may place reasonable conditions on short-term rental permits to ensure compliance with the provisions of this article.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-125. Permit limitations.

(a) Short-term rental permits are not transferable ~~only by inheritance to a natural person as directed in a will or trust. The permit is not transferable upon the sale of the property~~.

~~(b) If the subject dwelling is on property that has a homeowners association (HOA) at the time of permitting, the owner of the dwelling shall provide the city with an affidavit of proof that the HOA allows for vacation rental of their dwelling, if not allowed, then the application will be denied.~~

(~~c~~ b) A short-term rental permit shall expire on the last day of the month one year after the date of issuance. No short-term rental permit may be renewed without a completed renewal application submitted by the owner and payment of the renewal fee. If the renewal application satisfies all the conditions of this chapter and zoning ordinance, an application for the renewal of a short-term rental permit shall be approved by the Administrator, or designee.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-126. Requirements of application.

(a) Except as provided in this section, every complete application for a short-term rental permit shall include the following information with such detail and in form approved by the administrator:

(1) The name, address, contact information and ~~authenticated~~ signature ~~for~~ of the owner of the premises;

(2) The name, address and contact information of the operator, agent if any, and designated local responsible party.

~~(3) The city registration number for hotel occupancy tax;~~

~~(4) A plot plan of the premises identifying the location of parking spaces to be used in conjunction with the short-term rental;~~

(3 ~~5~~) A dimensioned floor plan of the proposed short-term rental identifying bedrooms, other living spaces and emergency evacuation routes;

(4 ~~6~~) Release of liability by the applicant, releasing the city from liability issues that arise from the operation of the short term rental;

~~(7) The name and contact information of the property owner's association, if any, of which the premises are covered by dedicatory instruments;~~

(7 ~~8~~) A copy of the proposed host rules for the short-term rental.

(8) The applicant shall submit a fully completed self-inspection report on the form provided by the Administrator

(b) An application for short-term renewal permit may be filed beginning 30 days prior to expiration of a current permit. Every complete application for a short-term rental renewal permit shall include updates, if any, to the information contained in the original permit application or any subsequent renewals. The permit holder shall sign a statement affirming that there is either no change to such information, or that any updated information is accurate and complete.

(c) An application for a short-term rental renewal permit submitted after the expiration of the most immediate permit for the premises shall be treated as an application for a new permit as described in subsection (a) of this section.

(d) If a complete application for a short-term renewal permit is submitted less than 30 days prior to expiration of the current permit, the administrator in his sole discretion may grant a one-time extension of the current permit not to exceed ten days.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-127. Designation of local responsible party required.

An owner must designate the name and contact information of a local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must be available to be reached in person or by phone at all times while occupants are on the premises of a short-term rental. If called, a local responsible party must be able to and shall be present at the premises within one hour of the call from the administrator, or his designee. A local responsible party must be authorized to make decisions regarding the premises and its occupants and shall not act to release the owner of any liability under this chapter.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-128. Release of liability required.

It shall be unlawful for the owner of premises operating as a short-term rental to operate without either proof of insurance or a release of liability indemnifying and holding the city harmless from any and all claims that should arise out of the operation of the short-term rental.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-129. Building permits required.

All work done to the property must meet all city permitting requirements as ~~spelled out~~ provided in this Code.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-130. Permit fees.

An initial, nonrefundable, permit fee ~~of $350.00 (nonrefundable)~~ will include the preliminary fire inspection fees. The amount of the permit fee shall be established with the adoption Appendix B: Building Services Fees, set by annual city council resolution. A copy of the Building Services Fees appendix may be obtained at city hall during normal business hours or by visiting www.cityofalpine.com/fees.

Upon completion of all required forms, approval of each dwelling unit by the administrator or his designee, and payment of the initial permit fee, the administrator may recommend a special use permit (short term rental permit) to be considered by the city council. Once approved by the city council, a special use permit (short term rental permit) shall be issued.

The annual permit renewal fee shall be ~~$100.00~~ established with the adoption Appendix B: Building Services Fees, set by annual city council resolution. A copy of the Building Services Fees appendix may be obtained at city hall during normal business hours or by visiting www.cityofalpine.com/fees.

An annual fire inspection is required, the fee of which shall be established ~~by city ordinance~~ with the adoption Appendix B: Building Services Fees, set by annual city council resolution. A copy of the Building Services Fees appendix may be obtained at city hall during normal business hours or by visiting www.cityofalpine.com/fees.

City short-term rental taxes must be paid in accordance with the City's Hotel Occupancy Tax Ordinance (Article IV. Hotel Occupancy Tax) ~~quarterly~~ for the permit to remain valid, as verified by the city short-term rental tax form.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-131. Hotel occupancy tax; request for occupancy history.

It shall be unlawful for any owner of premises used for a short-term rental to fail to pay hotel occupancy taxes under state law and this chapter. Upon the request of the administrator or the finance department of the city, the owner of a premises used as a short-term rental shall remit, within 30 days, an accounting of all occupants who rented the premises and the hotel occupancy taxes paid therefor. It shall be unlawful for a person to fail to provide said information requested in a timely manner.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-132. Short-term rental permit non transferable.

A short-term rental permit is non-transferable and shall not be assigned nor transferred to another person or entity. ~~Only by inheritance is a short-term rental transferable.~~

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-133. Parking restrictions.

Parking is established by ~~the International Building Codes (IBC) and will differ based on the zoning districts~~ the city of Alpine zoning ordinance.

~~Guidelines are as follows: One parking space per sleeping unit plus one parking space per 500 square feet of common area. The parking spaces required shall be on the same lot or where use of such is provided on another lot not more than 500 feet radially from the subject lot.~~

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-134. Neighbor notice.

The city shall provide [by] mailing, email or otherwise distribute by hand a flier to neighbors within 200-foot radius of the vacation rental property address. The notice shall contain the owner and representative contact information, a parking plan, and city website address where the information is also posted. The neighbors and the city shall be informed whenever there is a change in contact information.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-135. Zones.

Vacation rentals are permitted in zones R-1, R-2, R-3, R-4, M-1, C-2a, C-2, C-1, C-1a, C-O by conditional use permit. All permits must meet general zoning regulations as defined in appendix C, zoning, of this Code.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-136. Short-term rental hosting platforms.

1. A short term rental operator that displays listings of short-term rentals located in the city shall be required to include the property's permit number in any listing for a short-term rental on a hosting platform. The permit number must be displayed on the listing. No short-term rental shall be listed on a hosting platform which does not include the permit number.
2. A short term rental operator shall remove any listing for a short-term rental from a hosting platform after notification by the city that the permit number associated with a short-term rental listing is invalid, expired, or has been revoked. The notification must identify the listing(s) to be removed and state the reason for removal. The operator shall remove the listing as soon as practicable.

Sec. 90-1376. Penalties.

Any person, firm or corporation violating any of the provisions of this article shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed $2,000.00 and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

(Ord. No. 2021-01-01, 2-2-21)

Sec. 90-1387. Enforcement.

(a) The owner of a short-term rental use that was not registered with the city for hotel occupancy tax prior to April 1, 2021 and who is unable to obtain a permit for said use or fails or refuses to obtain a permit for the use following the effective date of the ordinance from which this article derived, shall discontinue the short-term rental use no later than April 30, 2021.

(b) If the permit of a short-term rental use is not renewed, the owner shall discontinue the use no later than the date on which the existing permit or any extension thereof expires.

(c) This article shall be and is hereby declared to be cumulative of all other ordinances of the city; and this article shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this article, in which event such conflicting provisions, if any, in such other ordinances are hereby repealed.

(d) If any section, subsection, sentence, clause or phrase of this article is for any reason held to be unconstitutional, such holding shall not affect the validity of the remaining portions of this article.

(e) All of the regulations provided in this article are hereby declared to be governmental and for the health, safety and welfare of the general public. Any member of the city council or any city official or employee charged with the enforcement of this article, acting for the city in the discharge of his duties, shall not thereby render himself personally liable; and he is hereby relieved from all personal liability for any damage that might accrue to persons or property as a result of any act required or permitted in the discharge of said duties.

(Ord. No. 2021-01-01, 2-2-21)

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10F
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: None

AGENDA ITEM

Discussion regarding Ordinance 2025-06-04, an ordinance amending Chapter 46 – Fire Prevention and Preservation, Article II – Fire Prevention Codes, Section 46-43 – Violations to reflect that fire permit and inspection fees may be set by annual City Council resolution; Providing the establishment of up to a $500 penalty per occurrence for violations of the ordinance. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

Ordinance 2020-07-02 originally established fire inspection and permit fees within an appendix. To align with the City's current fee structure and streamline administration, the proposed update incorporates this language into the existing Building Services fee schedule.

SUPPORTING MATERIALS

1. 2025-06-04 REPEALING FIRE FEES SET BY ORDINANCE

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/9/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

STATE OF TEXAS CITY OF ALPINE

COUNTY OF BREWSTER

ORDINANCE 2025-06-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 46 – FIRE PREVENTION AND PRESERVATION, ARTICLE II – FIRE PREVENTION CODES, SECTION 46-43 – VIOLATIONS TO REFLECT THAT FIRE PERMIT AND INSPECTION FEES MAY BE SET BY ANNUAL CITY COUNCIL RESOLUTION; PROVIDING THE ESTABLISHMENT OF UP TO A $500 PENALTY PER OCCURRENCE FOR VIOLATIONS OF THE ORDINANCE; PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, ENACTMENT, REPEALER, PENALTY, SAVINGS, SEVERABILITY, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE CLAUSES.

WHEREAS, the City of Alpine, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, the City of Alpine adopted Ordinance 2020-07-02, which implemented a schedule of fees and established a penalty for violations of Chapter 46 of the Alpine Code of Ordinances; and

WHEREAS, the City has implemented the use of fee schedules for several departments since the passage of Ordinance 2020-04-02 that includes a schedule for the following departments: Utilities, Building Services, Animal Services, and Parks & Recreation; and

WHEREAS, in an effort to streamline fees and a unified structure for access to fee amounts, the city has determined that amendments to fire inspection and permit fees are necessary to better serve the community; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out power granted by law to the City; and

WHEREAS, the City Council reviewed the proposed updates to the fee schedule, has determined that the fees established herein are reasonable and necessary to provide fire inspection and related fire safety services and desires to update the schedule within Chapter 46 to benefit city departments, permit requestors, and the community at large.

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

SECTION I
FINDINGS OF FACT

The Alpine Code of Ordinances is hereby amended to reflect the changes hereto attached as Exhibit "A." The premises attached as Exhibit "A" are 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

INCLUSION IN THE CODE OF ORDINANCES

The provisions of this ordinance shall become and be made a part of the Code of Ordinances of Alpine, Texas. The sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word. The codifier of the City is empowered to make amendments to match the style of the existing code.

SECTION III
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 IV
PENALTY CLAUSE

Any person, corporation, or entity who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed $500.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense.

SECTION V
SAVINGS CLAUSE

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

SECTION VI
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 VII
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. A public hearing was held on June 17, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearing and notice of how to obtain copies of the proposed ordinance was published in the Alpine Avalanche, the official newspaper of the City of Alpine on June 12, 2025.

SECTION VIII
EFFECTIVE DATE

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

PASSED AND ADOPTED THIS 17th DAY OF JUNE 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING
JUNE 3, 2025

SECOND AND FINAL READING
JUNE 17, 2025

APPROVED:

_____
Catherine Eaves, Mayor

ATTEST:

_____
Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

_____
Cynthia Trevino, City Attorney

EXHIBIT "A"

EDITOR'S NOTE:

Additions are Underlined. ~~Omissions appear in Strikethrough Text.~~

Sec. 46-43. Violations.

(a) Any person who shall violate any of the provisions of the codes adopted by this article, or fail to comply with the provisions of the codes, or who shall violate or fail to comply with any order made by the provisions of the codes, or who shall build in violation of any detailed statement of specifications or plans submitted and approved by the provisions of the codes, or any certificate or permit issued by the provisions of the codes, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the council or by a court of competent jurisdiction, within the time fixed in this article, shall severally for each and every such violation and noncompliance respectively, be guilty of a misdemeanor.

(b) The application of the penalty in subsection (a) of this section shall not be held to prevent the enforced removal of prohibited conditions.

That any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed $500.00 for each offense and a separate offense shall be deemed committed each day during or on which a violation occurs or continues. A culpable mental state is not required for a violation of this chapter, and need not be proved.

(Code 1978, § 11-7; Ord. No. 2020-07-02, § 2, 9-1-20)

Sec. 46-44. Schedule of permit fees.

For any work requiring a permit under the International Fire Code, a fee for each permit shall be paid as required, in accordance with ~~Table 1-A, Fire Permit Fees, attached to the ordinance from which this section derived as Exhibit "A."~~ Appendix B: Building Services Fees, set by annual city council resolution. A copy of the Building Services Fees appendix may be obtained at city hall during normal business hours or by visiting www.cityofalpine.com/fees. All fees will cover new construction, alterations or work requiring a permit, a fee for each permit shall be paid as required, in accordance with ~~Table 1-A~~, permit fees for work covered by other adopted codes and ordinances are described elsewhere in this chapter and city ordinances.

(Ord. No. 2020-07-02, § 2, 9-1-20)

Secs. 46-45—46-75. Reserved.

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10G
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Geoffrey R. Calderon, City Secretary
Staff Recommendation: None

AGENDA ITEM

Discussion regarding Ordinance 2025-06-05, an ordinance amending Chapter 10 – Animals to the Alpine Code of Ordinances; Amending Section 10-48 – Registration of dogs and cats; Amending Section 10-49 Finders of lost dogs and cats; Amending Section 10-50 – Dead Animals, Duty to remove; Amending Section 10-52 – Keeping of Wild Animals and Exotic Animals; Providing amended language to provide additional clarification throughout the chapter; Providing updates to animal department and facility titles within the city; Providing the establishment of up to a $500 penalty per occurrence for violations of the ordinance; And providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The Animal Advisory Board convened on January 14, 2025, to review proposed amendments to Chapter 10 – Animals, as submitted by the Animal Services Department. A follow-up meeting was held on April 8, 2025, during which the Board formally recommended the proposed changes to City Council.

The amendments aim to enhance clarity throughout the chapter and include updates to department and facility titles to reflect current organizational structure and terminology.

SUPPORTING MATERIALS

1. Ordinance 2025-06-05 Animal Amendments

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/9/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025

Megan Antrim, City Manager Final Approval - 5/12/2025

STATE OF TEXAS COUNTY OF BREWSTER

CITY OF ALPINE

ORDINANCE 2025-06-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING CHAPTER 10 – ANIMALS TO THE ALPINE CODE OF ORDINANCES; AMENDING SECTION 10-48 – REGISTRATION OF DOGS AND CATS; AMENDING SECTION 10-49 FINDERS OF LOST DOGS AND CATS; AMENDING SECTION 10-50 – DEAD ANIMALS, DUTY TO REMOVE; AMENDING SECTION 10-52 – KEEPING OF WILD ANIMALS AND EXOTIC ANIMALS; PROVIDING AMENDED LANGUAGE TO PROVIDE ADDITIONAL CLARIFICATION THROUGHOUT THE CHAPTER; PROVIDING UPDATES TO ANIMAL DEPARTMENT AND FACILITY TITLES WITHIN THE CITY; PROVIDING THE ESTABLISHMENT OF UP TO A $500 PENALTY PER OCCURRENCE FOR VIOLATIONS OF THE ORDINANCE; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT, ENACTMENT, REPEALER, PENALTY, SAVINGS, SEVERABILITY, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE CLAUSES.

WHEREAS, the City of Alpine, Texas, is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution, and Chapter 9 of the Texas Local Government Code; and

WHEREAS, the City Council of the City of Alpine ("City") adopted Ordinance No. 2008-11-01, Ordinance 2015-11-01, Ordinance 2021-02-02, Ordinance No. 2021-03-02, Ordinance No. 2021-05-03, Ordinance No. 2024-05-03, and Ordinance No. 2024-09-02 which implemented regulations relating to the keeping of animals and for animal control services in the City; and

WHEREAS, the Animal Advisory Board is composed of community members who advise the City Council on policy decisions that affect the health and safety of animals within the City; and

WHEREAS, the Animal Advisory Board has recommended amendments to the City Council that would implement and update requirements related to exceptions for dogs and cats being microchipped, providing amended language to provide additional clarification throughout the chapter, and providing updates to animal department and facility titles within the city; and

WHEREAS, the amendments recommended by the Animal Advisory Board will allow the Animal Services Department to provide a more effective and efficient service to the community and to ensure adequate animal welfare within the City; and

WHEREAS, Title 10, Chapters 821 through 829, et. seq. of the Texas Health and Safety Code, as amended ("Code") provide for the disposition and regulation of animals and authorizes the enforcement of these statutory regulations; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, it is deemed by the City Council to be in the best interest of the City to amend the current animal ordinances as recommended by the Animal Advisory Board and that such amendments will serve to protect the health, safety, and welfare of the citizens of the City and are in the best interest of the public.

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

SECTION I
FINDINGS OF FACT

The Alpine Code of Ordinances is hereby amended to reflect the changes hereto attached as Exhibit "A." The premises attached as Exhibit "A" are 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
INCLUSION IN THE CODE OF ORDINANCES

The provisions of this ordinance shall become and be made a part of the Code of Ordinances of Alpine, Texas. The sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article," or any other appropriate word. The codifier of the City is empowered to make amendments to match the style of the existing code.

SECTION III
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 IV
PENALTY CLAUSE

Any person, corporation, or entity who intentionally, knowingly, recklessly, or with criminal negligence violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed $500.00. Each day in which any violation occurs, or each occurrence of any violation, shall constitute a separate offense.

SECTION V
SAVINGS CLAUSE

The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

SECTION VI
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 judgment 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 VII
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. A public hearing was held on June 17, 2025, where interested parties had the opportunity to make public comments on this ordinance prior to approval. Notice of the date and time of the hearing and notice of how to obtain copies of the proposed

ordinance was published in the Alpine Avalanche, the official newspaper of the City of Alpine on June 12, 2025.

SECTION VII
EFFECTIVE DATE

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

PASSED AND ADOPTED THIS 17TH DAY OF JUNE 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING	**SECOND AND FINAL READING**
JUNE 3, 2025	**JUNE 17, 2025**
APPROVED:	ATTEST:
_____	_____
Catherine Eaves, Mayor	Geoffrey R. Calderon, City Secretary

APPROVED AS TO FORM:

_____
City Attorney

EXHIBIT "A"

EDITOR'S NOTE:

Additions are Underlined. ~~Omissions appear in red Strikethrough Text~~.

The portion of text replaced by the trunkus symbol (***) indicates that the particular portion of the code replaced by the symbol remains unchanged from one section to the next.

Sec. 10-48. Registration of dogs and cats.

No owner shall have within the city limits any dog or cat four months of age or older unless such dog or cat is currently registered with the city. Written application shall be made upon a printed city application form provided by Alpine Animal Services at the Alpine Animal Services Shelter and shall state the name, address and telephone number of the owner, the name of the dog or cat, the species or predominant breed, color, age and sex and the date of the most recently administered rabies vaccination. The owner must exhibit a current certificate of vaccination issued by a licensed veterinarian in order to register a dog or cat with the city. Upon approval of the application for registration and payment of the required fee established in Appendix C: Animal Services Fees, the city will issue a serially numbered, durable license tag for each registered dog or cat. Such tag shall be securely attached to a collar or harness worn by each dog or cat. Each registration shall be valid for a period of one year from the most recent date of administration of a rabies vaccination. A vaccination certificate or registration tag shall only be used for the animal which it

was issued for. If there is a change in ownership of a registered dog or cat, the new owner shall have the registration transferred to ~~his~~ their name. Transfer applications shall be made at the ~~city office~~ Alpine Animal Services Shelter accompanied by a fee established in Appendix C: Animal Services Fees with proof of rabies vaccination for such transfer. If a license tag is lost or destroyed, the owner shall apply to the city for a replacement tag. Fee-exempt registrations may be issued for the following:

(1) Police or sheriff department's dog.

(2) Dogs trained to lead persons with a total or partial disability.

(3) Animals other than dogs that are vaccinated against rabies

Sec. 10-49. Finders of lost ~~dogs and cats~~ animals; responsibility to report.

(a) Any person who finds and harbors a ~~dog or cat~~ found animal without knowing the ~~dog or cat~~ animal owner's identity shall notify ~~the animal control officer~~ Alpine Animal Services and furnish a description of the ~~dog or cat~~ animal.

(b) The finder ~~of the dog or cat~~ may surrender the animal to ~~the animal control officer~~ Alpine Animal Services, or upon approval ~~of the animal control officer~~ from Alpine Animal Services, ~~may~~ keep the animal in ~~his~~ their possession, with the understanding that the animal is subject to surrender upon demand of ~~the animal control officer~~ Alpine Animal Services when the correct owner is identified or for reasons of public health and safety.

Sec. 10-50. ~~Dead~~ deceased animals; duty to remove.

If any animals or fowl shall die in the possession of any person ~~in this city~~ within the city limits of Alpine, it shall be the duty of such person to ~~cause the same to be at once removed~~ remove the deceased animal or fowl to a site approved by the city and buried or otherwise disposed of. In case the owner or person having charge of such animal or fowl shall neglect or refuse to remove ~~such dead~~ the deceased animal or fowl within 24 hours after the death, ~~the agency provided by the city for the removal of dead animals, or if no such agency exists, then the city or the department of health shall cause the dead animal or fowl to be removed~~ Alpine Animal Services will remove the deceased at the expense of such owner or person having charge of the ~~dead~~ deceased animal or fowl. Fees for removal of deceased pets and deceased livestock as well as communal cremation fees shall be assessed in accordance with Appendix C: Animal Services Fees. Whenever the owner or other person having charge of the ~~dead~~ deceased animal or fowl cannot be found, it shall be the duty of ~~the agency provided by the city for the removal of dead animals, or if no such agency exists then the city or the department of health~~ Alpine Animal Services, to cause such animal or fowl to be removed and ~~buried~~ cremated or otherwise disposed of at the expense of the city.

***

Sec. 10-52. Keeping of wild animals and exotic animals.

It shall be unlawful for any person to own, ~~to harbor or~~ keep, or maintain any ~~wild~~ animal defined as an exotic animal within the limits of the city of Alpine unless duly authorized or licensed as required under state and federal law and permitted under this code. ~~excluding such animals in the possession of a publicly or privately owned zoo maintained or operated by a nonprofit organization or government entity, publicly or privately maintained circus, traveling show or rodeo which does not remain in the city longer than 30 days in each calendar year, or excluding hospitals or clinics operated by licensed veterinarians,~~

~~and wildlife rehabilitators and falconers holding current licenses issued by the state parks and wildlife department and the United States Fish and Wildlife Service.~~

~~It shall be unlawful for any person to own, keep or maintain any animal defined as an exotic animal within the limits of the city unless duly authorized or licensed as required under state and federal law and permitted under this Code.~~

It shall be unlawful to harbor or keep any wild animal excluding:

(a) such animals in the possession of a publicly or privately owned zoo maintained or operated by a nonprofit organization or government entity;

(b) publicly or privately maintained circus, traveling show or rodeo which does not remain in the city longer than 30 days in each calendar year;

(c) hospitals or clinics operated by licensed veterinarians;

(d) or wildlife rehabilitators and falconers holding current licenses issued by the Texas Parks and Wildlife Department.

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 10H
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: None

AGENDA ITEM

Discuss SGR Interim and Permanent Professional Services for the position of Utility Director. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

Update on SGR assistance with interim and permanent professional services for the position of Utility Director.

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/12/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 11A
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: Approve

AGENDA ITEM

Approve Resolution 2025-05-13, a Resolution approving the Use of Currently Budgeted Funds by Animal Services to Implement a Pilot Spay and Neuter Voucher Program, Providing Up to $100 per Voucher to Assist Residents with the Cost of Spaying and Neutering their Pets. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

Animal Services is requesting City Council approval to implement a pilot Spay and Neuter Voucher Program using existing budgeted funds for Fiscal Year 2024–2025. The purpose of this initiative is to support responsible pet ownership in the Alpine community by providing financial assistance to residents for spaying and neutering their pets.

The proposed program will issue vouchers valued at up to $100 per household to qualifying residents. Primary focus will be given to low-income pet owners, individuals reclaiming animals from the shelter, and residents working to rehome litters while retaining adult pets. Vouchers will be distributed at the discretion of Animal Services staff and must be redeemed by the end of the current fiscal year.

This initiative aligns with Animal Services' broader mission to reduce the number of unwanted pets, improve animal health and behavior, and decrease the intake of stray and surrendered animals at the shelter. Currently, $30,000 is budgeted for spay/neuter services. As of April 1, approximately $8,400 has been utilized—$3,000 for the TNR (Trap-Neuter-Return) program and $5,400.69 for shelter animals—leaving adequate funding to support this pilot effort.

If successful, this pilot program may inform future strategies for expanding services and outreach in support of long-term animal welfare goals within the community.

SUPPORTING MATERIALS

1. 2025-05-13 Resolution - Animal Services Vocher Program
2. Spay & Neuter Voucher

BUDGET CONSIDERATIONS

Expenditure Required: $100.00 - $6,000.00
Savings Anticipation:

Current Budget FY2024-2025: $30,000.00

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/8/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

STATE OF TEXAS

CITY OF ALPINE

COUNTY OF BREWSTER

RESOLUTION 2025-05-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS, APPROVING THE USE OF CURRENTLY BUDGETED FUNDS BY ANIMAL SERVICES TO IMPLEMENT A PILOT SPAY AND NEUTER VOUCHER PROGRAM, PROVIDING UP TO $100 PER VOUCHER TO ASSIST RESIDENTS WITH THE COST OF SPAYING OR NEUTERING THEIR PETS.

WHEREAS, the City of Alpine Animal Services Department seeks to expand its services to the community through proactive initiatives that address pet overpopulation and improve overall animal welfare; and

WHEREAS, the Animal Services Department has proposed a pilot program to provide $100 vouchers to Alpine pet owners in need of financial assistance for spaying or neutering their pets; and

WHEREAS, the program will prioritize low-income residents, individuals reclaiming pets from the shelter, and those working to responsibly rehome litters while retaining their adult pets; and

WHEREAS, the City of Alpine has allocated $30,000 in the Fiscal Year 2024-2025 budget for spay and neuter services, with sufficient funds remaining to support the pilot voucher program; and

WHEREAS, implementing this voucher program is expected to result in fewer stray and unwanted animals, improved pet health and behavior, and reduced intake at the animal shelter; and

WHEREAS, the Animal Services staff will manage voucher distribution and usage to ensure accountability and efficiency, with all vouchers to be used before the end of the current fiscal year.

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

SECTION I. The City Council hereby approves the Animal Services Division's request to use currently budgeted funds to implement a pilot spay and neuter voucher program.

SECTION II. The Animal Services Division is authorized to issue vouchers, not to exceed $100 each, to qualifying residents of the City of Alpine to assist with the cost of spaying or neutering their pets.

SECTION III. This resolution is effective immediately upon its passage and applies to the current fiscal year.

PASSED, APPROVED, AND ADOPTED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 20th DAY OF MAY 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

APPROVED:

_____
Catherine Eaves, Mayor

ATTEST:

_____
Geoffrey R. Calderon, City Secretary

CITY OF ALPINE SPAY/ NEUTER VOUCHER

This voucher is good for up to $100 off of the cost of a canine or feline spay or neuter. Voucher may only be used at Alpine Small Animal Practice and Alpine Veterinary Clinic. Pet owner is responsible for making the appointment and any additional costs that are accrued during the visit. Voucher must be presented at the time of the appointment to redeem.

OWNER NAME **STAFF SIGNATURE**

Expiration date:
9/30/25

CITY OF ALPINE SPAY/ NEUTER VOUCHER

This voucher is good for up to $100 off of the cost of a canine or feline spay or neuter. Voucher may only be used at Alpine Small Animal Practice and Alpine Veterinary Clinic. Pet owner is responsible for making the appointment and any additional costs that are accrued during the visit. Voucher must be presented at the time of the appointment to redeem.

OWNER NAME **STAFF SIGNATURE**

Expiration date:
9/30/25

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 11B
Department: Office of the City Manager
Sponsor: Megan Antrim, City Manager
Memo Prepared By: Megan Antrim, City Manager
Staff Recommendation: Approve

AGENDA ITEM

Approval of Renaming of Sul Ross State University Campus Streets to revise the following Sul Ross State University (SRSU) roadways in the Master Street Addressing Guide (MSAG) database:

i. UNIVERSITY CIRCLE
    1. Located at the end of EAST SUL ROSS AVENUE
    2. Revert back to original name "EAST SUL ROSS AVENUE"
ii. WEST UNIVERSITY DRIVE
    1. Located between CENTENNIAL DRIVE & EAST SUL ROSS AVENUE
    2. Revert back to original name & add directionals "WEST CENTENNIAL DRIVE"
iii. EAST UNIVERSITY DRIVE
    1. Located off CENTENNIAL DRIVE
    2. Revert back to original name, re-draw the roadway & add
iv. CYR (FIRE LANE)
    1. Located off newly renamed WEST CENTENNIAL DRIVE
    2. Change name to "CYR MALL" & re-draw the fire lane path to reflect the appropriate ingress
v. LOBO VICTORY LANE
    1. Located off US HIGHWAY 90
    2. Change name to "VICTORY LANE"
vi. RIO LOBO DRIVE
    1. Located at the end of EAST AVE B
    2. Change name to "UNIVERSITY DRIVE"
vii. RIO LOBO CIRCLE
    1. Located off newly renamed UNIVERSITY DRIVE
    2. Re-draw so that proper ingress is established. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

The Rio Grande Council of Governments (RGCOG), in collaboration with Sul Ross State University (SRSU), is requesting City Council approval to revise and update the names of several internal streets within the SRSU campus. These revisions are part of an initiative to standardize the Master Street Addressing Guide (MSAG) database and improve public safety response, navigation accuracy, and consistency in campus addressing.
The proposed street name revisions are as follows:

These changes aim to ensure alignment with 9-1-1 emergency response systems and provide clear, navigable designations for residents, students, and visitors. The RGCOG has prepared the documentation and mapping revisions and seeks formal approval from the City Council to proceed with implementation.

SUPPORTING MATERIALS

1. Sul Ross State University Campus Street Name Revisions

BUDGET CONSIDERATIONS

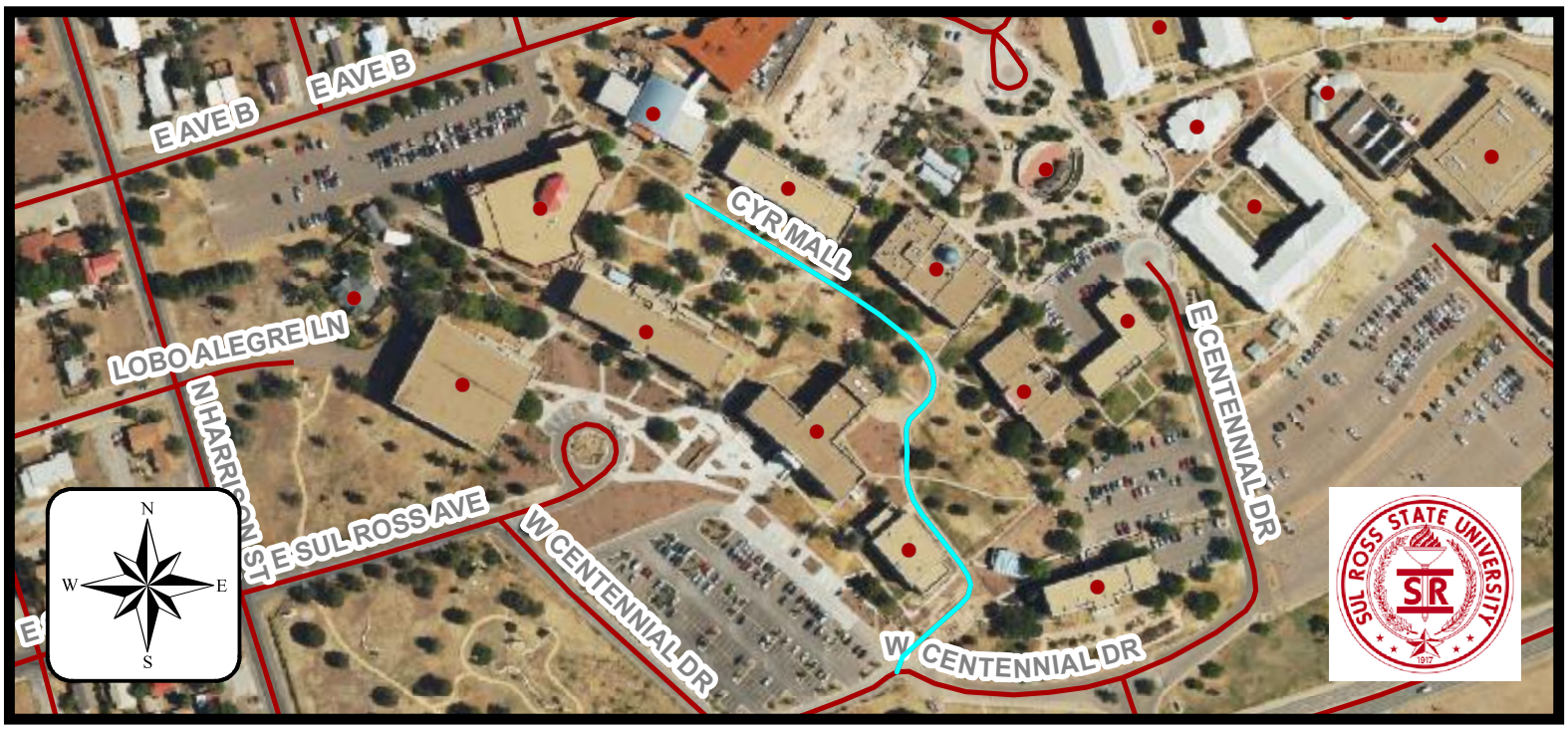
Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

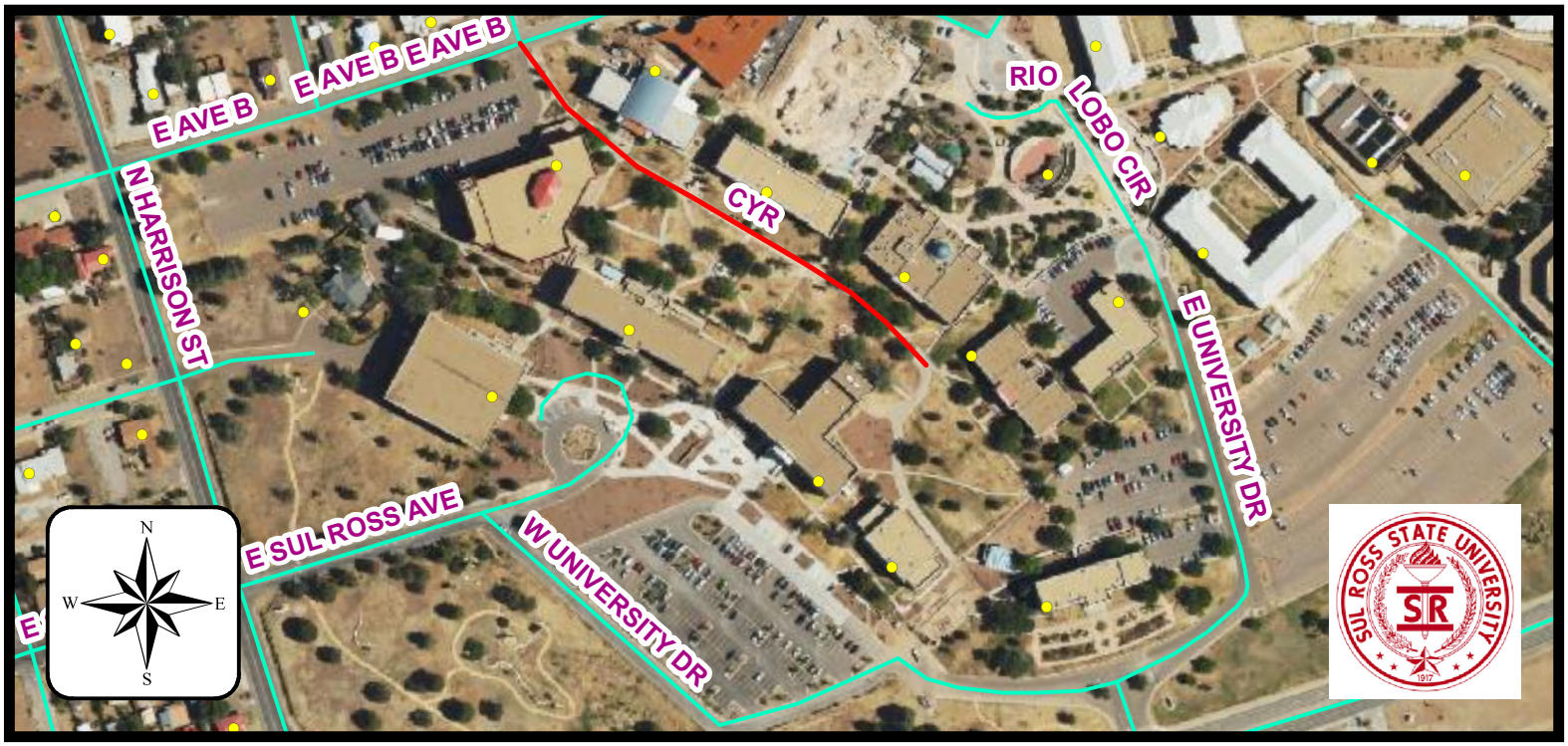
Alex Tackett, Records Clerk	Approved - 5/12/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025

CYR MALL

This map was produced with Rio Grande Council of Government files to determine the proper naming and location for the below referenced roadway. Mapped roads are as determined by the R.G.C.O.G. 9-1-1 GIS Coordinator for first responder dispatch.
Imagery Credits: TXGIO



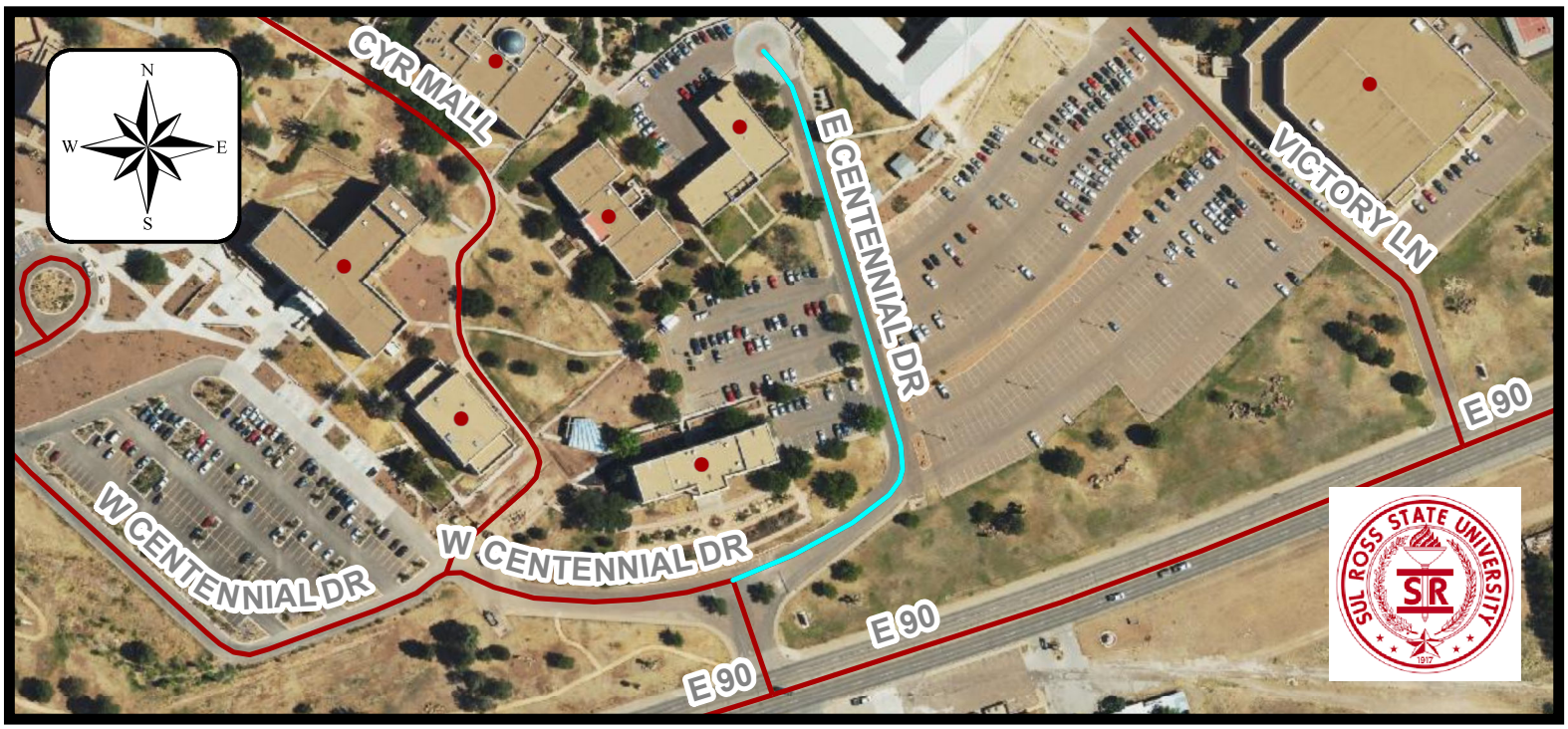
NEW NAME & CONFIGURATION



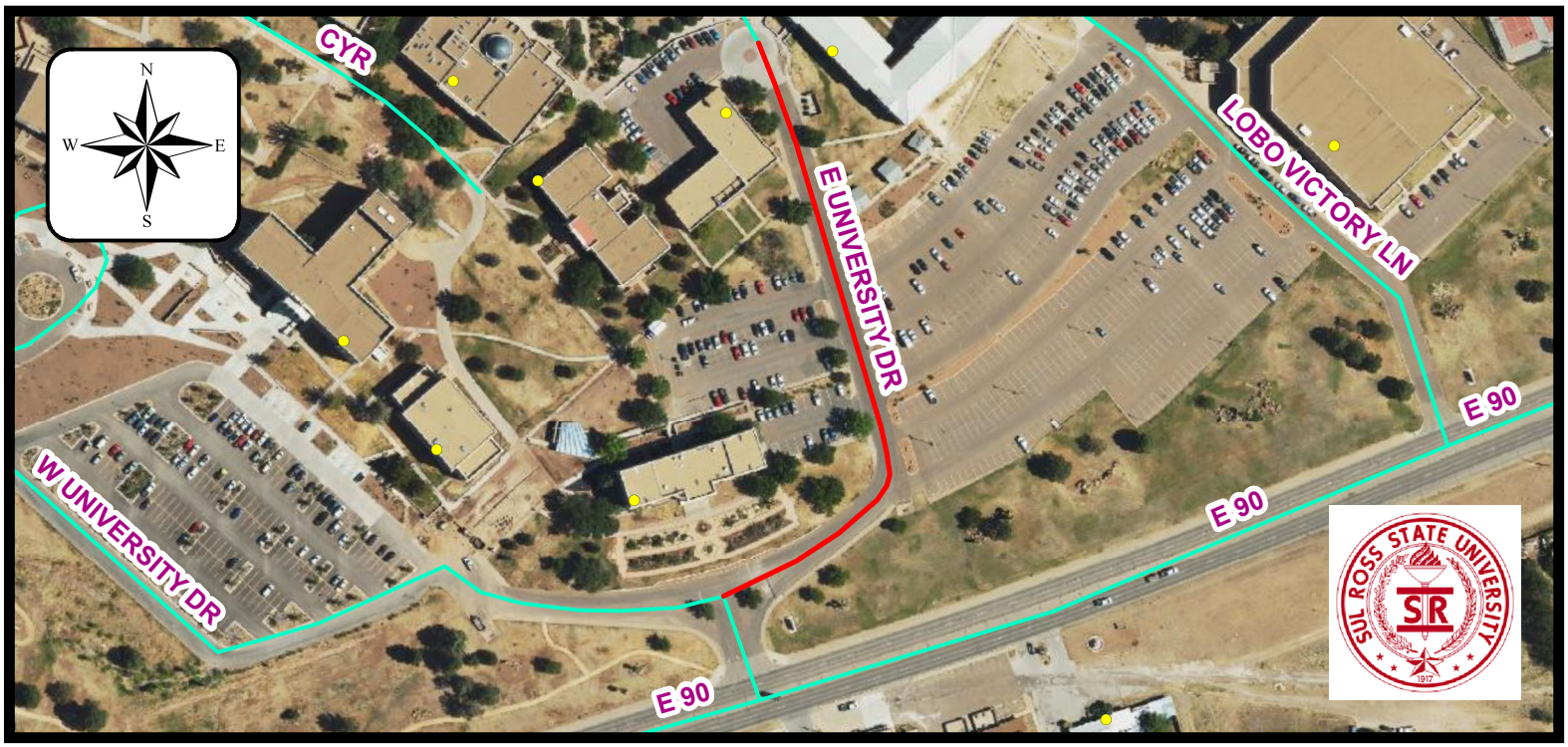
OLD NAME & CONFIGURATION

EAST CENTENNIAL DRIVE

This map was produced with Rio Grande Council of Government files to determine the proper naming and location for the below referenced roadway. Mapped roads are as determined by the R.G.C.O.G. 9-1-1 GIS Coordinator for first responder dispatch.
Imagery Credits: TXGIO



NEW NAME & CONFIGURATION



OLD NAME & CONFIGURATION

EAST SUL ROSS AVENUE

This map was produced with Rio Grande Council of Government files to determine the proper naming and location for the below referenced roadway. Mapped roads are as determined by the R.G.C.O.G. 9-1-1 GIS Coordinator for first responder dispatch.
Imagery Credits: TXGIO

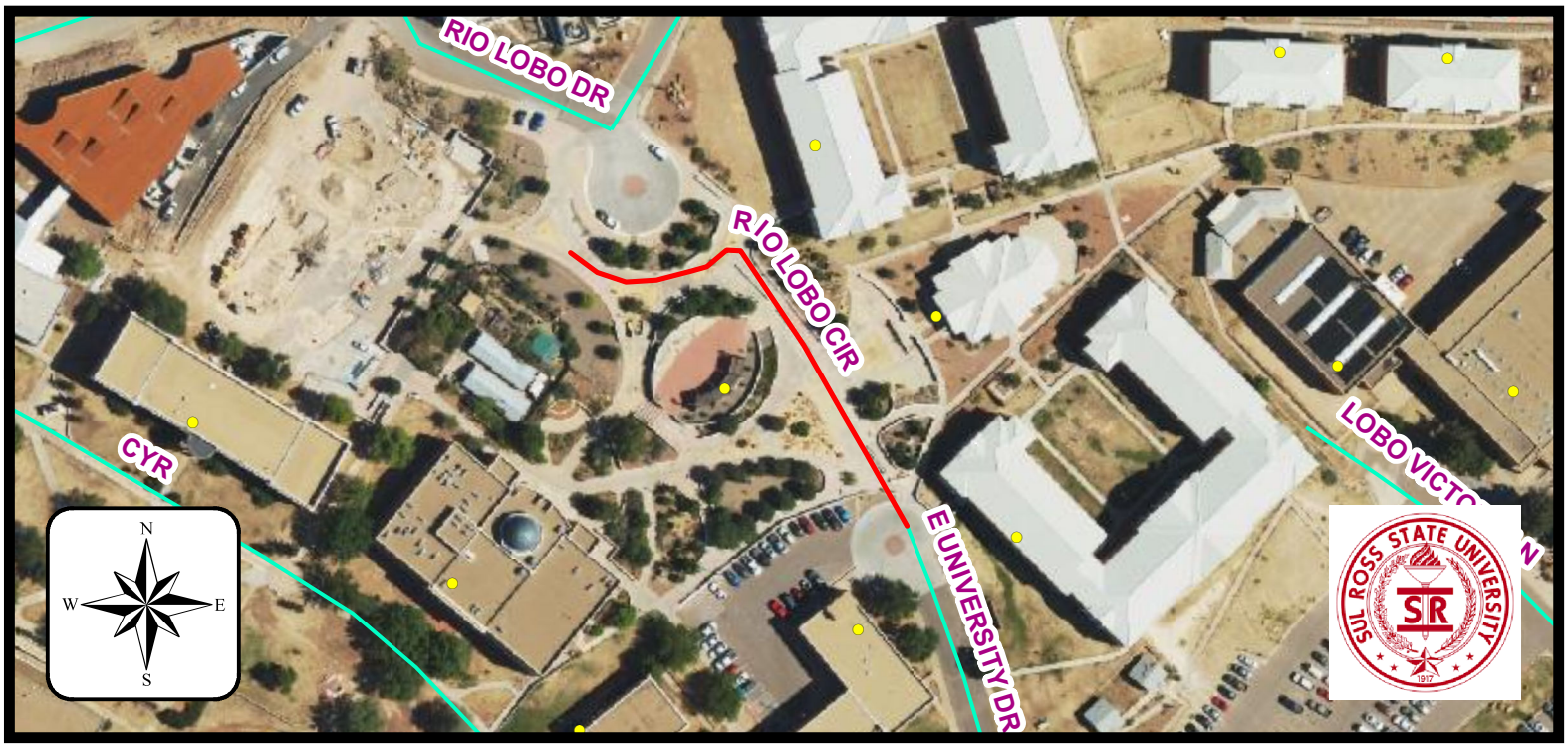
NEW NAME & CONFIGURATION

OLD NAME & CONFIGURATION

RIO LOBO CIRCLE

This map was produced with Rio Grande Council of Government files to determine the proper naming and location for the below referenced roadway. Mapped roads are as determined by the R.G.C.O.G. 9-1-1 GIS Coordinator for first responder dispatch. Imagery Credits: TXGIO

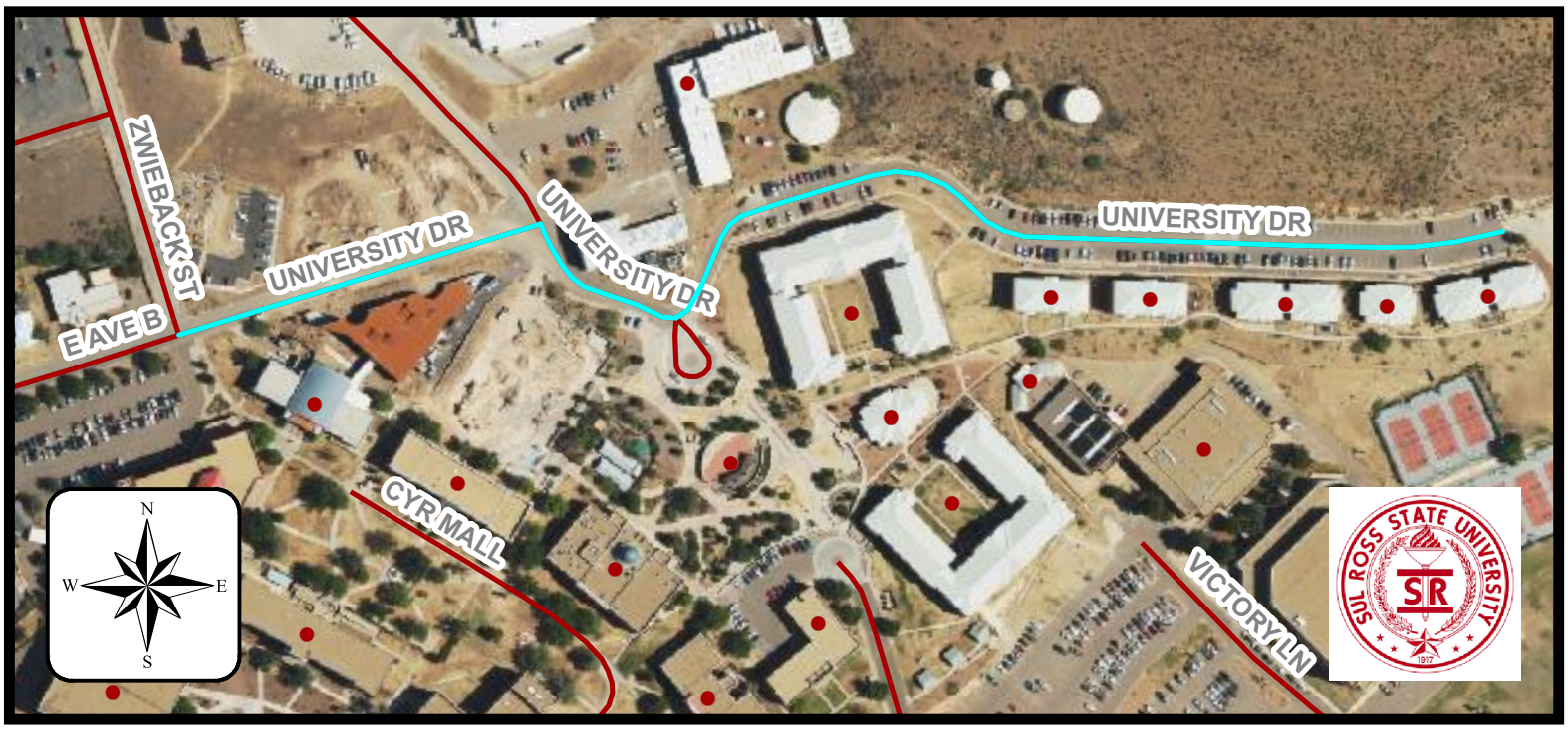
NEW NAME & CONFIGURATION



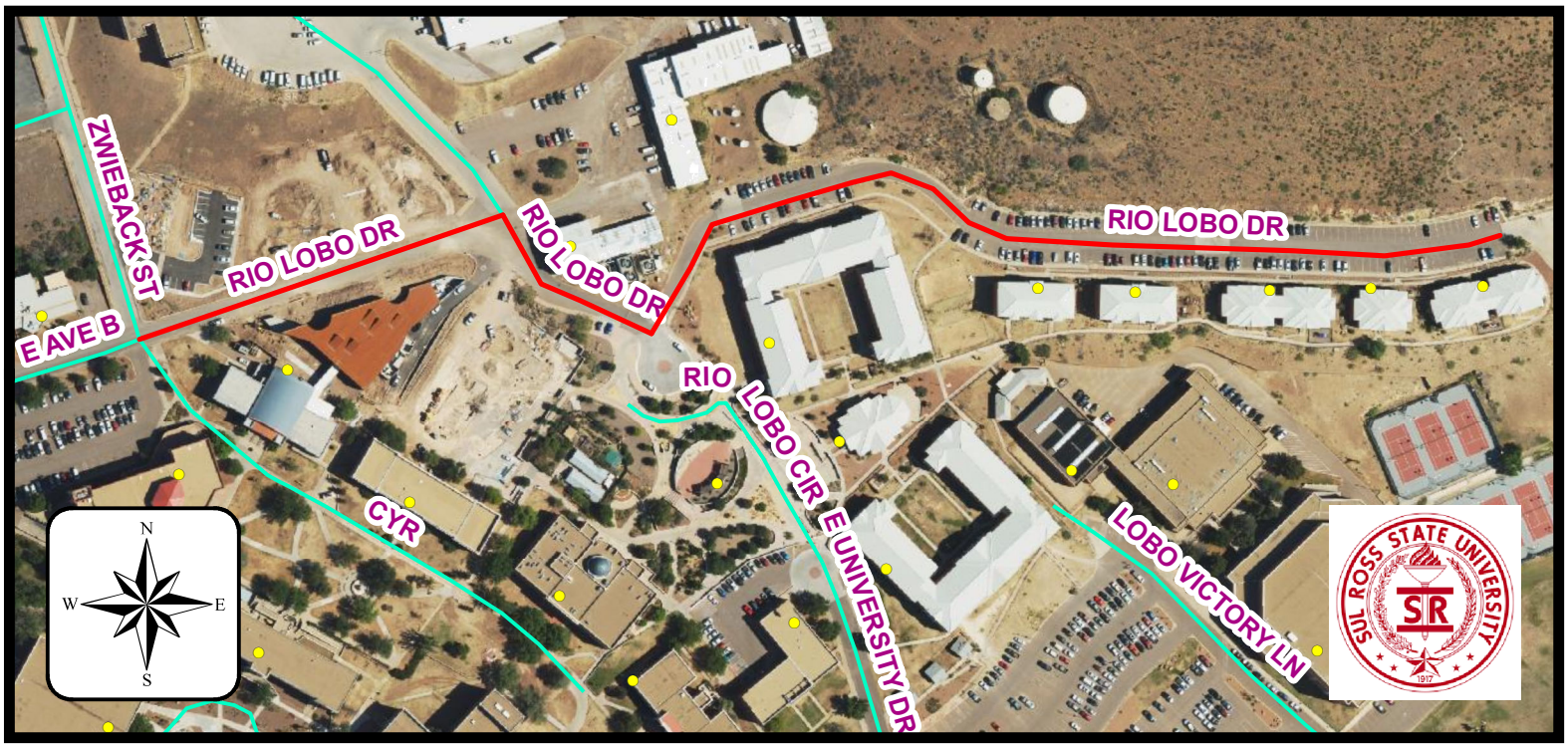
OLD NAME & CONFIGURATION

UNIVERSITY DRIVE

This map was produced with Rio Grande Council of Government files to determine the proper naming and location for the below referenced roadway. Mapped roads are as determined by the R.G.C.O.G. 9-1-1 GIS Coordinator for first responder dispatch.
Imagery Credits: TXGIO



NEW NAME & CONFIGURATION



OLD NAME & CONFIGURATION

VICTORY LANE

This map was produced with Rio Grande Council of Government files to determine the proper naming and location for the below referenced roadway. Mapped roads are as determined by the R.G.C.O.G. 9-1-1 GIS Coordinator for first responder dispatch. Imagery Credits: TXGIO

NEW NAME & CONFIGURATION

OLD NAME & CONFIGURATION

WEST CENTENNIAL DRIVE

This map was produced with Rio Grande Council of Government files to determine the proper naming and location for the below referenced roadway. Mapped roads are as determined by the R.G.C.O.G. 9-1-1 GIS Coordinator for first responder dispatch.
Imagery Credits: TXGIO

NEW NAME & CONFIGURATION

OLD NAME & CONFIGURATION

CITY COUNCIL AGENDA ITEM REPORT
May 20, 2025
Agenda Item No. 14A
Department: City Attorney
Sponsor:
Memo Prepared By: Geoffrey R. Calderon, City Secretary
Staff Recommendation:

AGENDA ITEM

Consultation with Attorney § 551.071, Texas Government Code:

a. Letter of Demand - Stephen Seale
b. Letter of Demand - Living Trust of James Distel
c. Update on Customs and Border Protection Lease (M. Antrim, City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required:	N/A
Savings Anticipation:	N/A
Current Budget FY 2024-2025:	N/A
Additional Funding:	N/A

APPROVERS

Alex Tackett, Records Clerk	Approved - 5/12/2025
Geoffrey R. Calderon, City Secretary	Approved - 5/12/2025
Megan Antrim, City Manager	Final Approval - 5/12/2025