CITY OF ALPINE
REGULAR CITY COUNCIL MEETING
July 15, 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.

   A. Public Hearing regarding the second and final reading of Ordinance 2025-07-01, an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Establishing proposed updates to include amendments to general zoning regulations, land use, acceptable uses, unacceptable uses, minimum standards, processes, permits, and general zoning issues in the city; Repealing Chapter 78 – Signs; Establishing a new section in Appendix C – Zoning, providing for the regulation of signs within the corporate city limits of Alpine; Providing the establishment of up to a $2,000 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.

   B. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-07-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

   C. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-07-01, a special use permit allowing the applicant, Alex Ponton, to establish a short term rental at 208 N. Cockrell Street. The property owner of record is PBE Services LLC. The Parcel ID of

the subject property is 10656.

4. **PUBLIC PRESENTATIONS.**

A. Presentations & Recognitions

B. Proclamations

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 July 1, 2025 Regular Meeting Minutes. (G. Calderon, Interim City Manager)

B. Approval of the excused absence of Councilor Richard Portillo from the July 1, 2025 Regular City Council Meeting. (G. Calderon, Interim City Manager)

C. Approval of the appointment of Donny Greenway to the Place 2 position on the Parks & Recreation Board. (E. Martinez, City Council)

D. Approval of the appointment of Kari Wilson to the Place 1 position on the Hotel Occupancy Tax Committee. (R. Stephens, City Council)

E. Approval of the June 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, Interim City Manager)

F. Approval of the 3rd Quarter Fiscal Year 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, Interim City Manager)

G. Approval of Special Use Permit 2025-07-01, a special use permit allowing the applicant, Alex Ponton, to establish a short term rental at 208 N. Cockrell Street. The property owner of record is PBE Services LLC. The Parcel ID of the subject property is 10656. (G. Calderon, Interim 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.

A. Update from the Alpine Country Club. (G. Calderon, Interim City Manager)

B. Alpine Volunteer Fire Department Update from Chief James Etchison. (G. Calderon, Interim City Manager)

C. Update from Emergent Air. (G. Calderon, Interim City Manager)

10. **INFORMATION OR DISCUSSION ITEMS.**

A. Discussion regarding a possible facility in Alpine for Permian Basin Drug and Alcohol Testing. (G. Calderon, Interim City Manager)

B. Discussion regarding the City's outdoor lighting ordinance, also known as dark sky ordinance, and discussion of next steps regarding implementation, communications, and enforcement of the ordinance once the enforcement grace period ends in 2026. (G. Calderon, Interim City Manager)

C. Discussion regarding the establishment of a burn house on City property located near the Waste Water Treatment Plant for the Alpine Volunteer Fire Department to use to practice controlled burns. (R. Rückes, City Council)

D. Discussion regarding the pay rate for seasonal pool employees and the necessity to alter the pay rates. (L. Escovedo, City Council)

E. Updated 2025-2026 Budget and Tax Rate Adoption Calendar. (G. Calderon, Interim 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 the second and final reading of Ordinance 2025-07-01, an ordinance amending

Appendix C – Zoning to the Alpine Code of Ordinances; Establishing proposed updates to include amendments to general zoning regulations, land use, acceptable uses, unacceptable uses, minimum standards, processes, permits, and general zoning issues in the city; Repealing Chapter 78 – Signs; Establishing a new section in Appendix C – Zoning, providing for the regulation of signs within the corporate city limits of Alpine; Providing the establishment of up to a $2,000 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. (G. Calderon, Interim City Manager)

B. Approve the first and final reading of Ordinance 2025-07-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (G. Calderon, Interim City Manager)

C. Approve the Administration and Administrative Job Descriptions.

- Administrative Assistant
- Administrative Assistant II
- Administrative Receptionist
- Assistant to the City Manager
- City Secretary
- Deputy City Secretary
- Economic Development Administrator
- Grant Writer
- Records Clerk

(G. Calderon, Interim 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

i) Employee Compensation; Streets; Water; Wastewater, Budget; Grants; Information Technology & Cybersecurity; Utility Billing Software Transition; Requests for Proposals; Smart Meters; Pending Projects, City Manager Search.

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. Update on the Letter of Demand for the Living Trust of James Distel. (G. Calderon, Interim City Manager)

Personnel Matters § 551.074, Texas Government Code:

a. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

15. **ACTION AFTER EXECUTIVE SESSION.**

A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim 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 July 10, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 10th day of July, 2025.

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

CITY OF ALPINE BREWSTER COUNTY TEXAS

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 3A
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Public Hearing regarding the second and final reading of Ordinance 2025-07-01, an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Establishing proposed updates to include amendments to general zoning regulations, land use, acceptable uses, unacceptable uses, minimum standards, processes, permits, and general zoning issues in the city; Repealing Chapter 78 – Signs; Establishing a new section in Appendix C – Zoning, providing for the regulation of signs within the corporate city limits of Alpine; Providing the establishment of up to a $2,000 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.

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 - 7/2/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/5/2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 3B
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-07-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 3C
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: None

AGENDA ITEM

Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-07-01, a special use permit allowing the applicant, Alex Ponton, to establish a short term rental at 208 N. Cockrell Street. The property owner of record is PBE Services LLC. The Parcel ID of the subject property is 10656.

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 - 7/2/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/5/2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 7A
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve

AGENDA ITEM

Approval of the July 1, 2025 Regular Meeting Minutes. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 7-1-25 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 - 7/8/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/8/2025

City Of Alpine
REGULAR CITY COUNCIL MEETING
Tuesday, July 1, 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:
Mayor Catherine Eaves
Councilor Lucy Escovedo
Councilor Rick Stephens
Councilor Eva Martinez
Councilor Robert Rückes

City Staff and Stakeholders Present:
Geoffrey R. Calderon, City Secretary & Interim City Manager
Cynthia Trevino, City Attorney
Darrell Losoya, Chief of Police
Abel Hinojos, Airport Supervisor
Jessica Isley, Building Official
Randy Guzman, Gas Utility Director
Mike Macias, Worker II
Carmen Rodriguez, Cust Serv. Clerk II
Victoria Sanchez, Director of Finance
Alexandra Tackett, Records Clerk

Not Present: Councilor Richard Portillo

Others Present: 5 other 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 June 26, 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.

Public Comments: None.

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.

Open (5:31 P.M.)

A. Public Hearing to obtain citizen views and comments regarding Replat 2025-07-01, a replat application which would allow the applicant, Horticultural Consulting, LLC, to reflect the updated ownership of a recently purchased portion of public property. The subject property is located at or about 508 S. 5th Street and is legally described as a replat Lot 5, Block 1, J.W. Ferguson's Second Addition to the City of Alpine, Subdivision Plat on file in Envelope 96, Plat Records of Brewster County Texas. The record property owner is Horticultural Consulting, LLC. The Parcel ID of the subject property is 10378. The current zoning classification of the property is R-3 Apartment District. If the replat is approved the zoning classification of the subject property will remain R-3 Apartment District.

Public Comments: None

Close (5:32 P.M.)

4. **PUBLIC PRESENTATIONS.**

A. Presentations & Recognitions

B. Proclamations

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.

No items were continued or withdrawn.

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.

Councilor Rick Stephens requested Items B, C and E to 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 action 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.

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

A. Approval of the June 10, 2025 Special Meeting Minutes. (G. Calderon, Interim City Manager)

B. Approval of the June 17, 2025 Regular Meeting Minutes. (G. Calderon, Interim City Manager)

C. Approval of 2025-2026 Holiday Calendar. (G. Calderon, Interim City Manager)

D. Approval of the Fiscal Year 2025-2026 City Meeting Calendar. (G. Calderon, Interim City Manager)

E. Approval of the 2025-2026 Agenda Deadlines Calendar. (G. Calderon, Interim City Manager)

F. Approval of the 2025-2026 Planning & Zoning Submittal Calendar. (G. Calderon, Interim City Manager)

G. Approval of the May 2025 Invoice for Bojorquez Law Firm Services. (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-01: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve the consent agenda items A, D, F & G as presented, the City Council unanimously adopted the motion.

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

B. Approval of the June 17, 2025 Regular Meeting Minutes (G Calderon, Intermin City Manager)

RESOLUTION 2025-07-02: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to amend the June 17, 2025 Regular Meeting minutes to reflect Item 11J being removed, the City Council unanimously adopted the motion.

C. Approval of 2025-2026 Holiday Calendar (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-03: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to amend the 2025-2026 Holiday calendar, to have January 2, 2025 listed as a day off, instead of April 6, 2025, and to dispose the original motion as amended, the City Council unanimously adopted the motion.

E. Approval of the 2025-2026 Agenda Deadlines Calendar (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-04: On a motion by Councilor Rick Stephens and seconded by Councilor Lucy Escovedo to approve the deadline for the 2025-2026 Deadline calendar, the City Council unanimously adopted the 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. Update from the Alpine Emergency Services Board. (G. Calderon, Interim City Manager)

B. Update from the Family Crisis Center of the Big Bend. (G. Calderon, Interim City Manager)

C. Update from Alpine Public Library. (G. Calderon, Interim City Manager)

10. **INFORMATION OR DISCUSSION ITEMS.**

A. Discuss the status of the smart meter project and plan for implementation going forward. (C. Eaves, Mayor)

Mayor Eaves called a short recess **(6:54 P.M.)**
The meeting resumed **(7:00 P.M.)**

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 first reading of Ordinance 2025-07-01, an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Establishing proposed updates to include amendments to general zoning regulations, land use, acceptable uses, unacceptable uses, minimum standards, processes, permits, and general zoning issues in the city; Repealing

Chapter 78 – Signs; Establishing a new section in Appendix C – Zoning, providing for the regulation of signs within the corporate city limits of Alpine; 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. (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-05 On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve, the City Council unanimously adopted the motion.

RESOLUTION 2025-07-06: On a motion by Councilor Robert Rückes and seconded by Councilor Eva Martinez to approve with amendments discussed, the City Council unanimously adopted the motion.

B. Approve Replat 2025-07-01, a replat application which would allow the applicant, Horticultural Consulting, LLC, to reflect the updated ownership of a recently purchased portion of public property. The subject property is located at or about 508 S. 5th Street and is legally described as a replat Lot 5, Block 1, J.W. Ferguson's Second Addition to the City of Alpine, Subdivision Plat on file in Envelope 96, Plat Records of Brewster County Texas. The record property owner is Horticultural Consulting, LLC. The Parcel ID of the subject property is 10378. The current zoning classification of the property is R-3 Apartment District. If the replat is approved the zoning classification of the subject property will remain R-3 Apartment District. (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-07: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

C. Approve the ratification of Resolution 2025-06-20-F, a resolution appointing Geoffrey R. Calderon as Interim City Manager. (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-08: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to approve, the City Council unanimously adopted the motion.

D. Approve the City Manager Job Description. (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-09: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

E. Approve the Director of Public Utilities Job Description. (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-10: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to approve, the City Council unanimously adopted the motion.

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

i) Employee Compensation; Streets; Water; Wastewater, Budget; Grants; Information Technology & Cybersecurity; Utility Billing Software Transition; Requests for Proposals; Smart Meters; Pending Projects.

13. **CITY COUNCIL MEMBER COMMENTS.**

RESOLUTION 2025-07-11: On a motion by Councilor Robert Rückes and seconded by Councilor Eva Martinez to recess into executive session, the City Council unanimously adopted the motion. **(7:56 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. Personnel Matters § 551.074, Texas Government Code:

a. To evaluate the Interim City Manager's recommendation on appointment, reassignment and duties related to the hiring of a Director of Public Utilities. (G. Calderon, Interim City Manager)
b. To evaluate the duties and performance of duties of the Interim City Manager related to Operational and Personnel Matters. (G. Calderon, Interim City Manager)

RESOLUTION 2025-07-12: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to move into open session, the City Council unanimously adopted the motion. **(8:59 P.M.)**

RESOLUTION 2025-07-13: On a motion by Councilor Rick Stephens and seconded by Councilor Eva Martinez to extend past 9:00 P.M., the City Council unanimously adopted the motion.

RESOLUTION 2025-07-14: On a motion by Councilor Rick Stephens and seconded by Councilor Robert Rückes to move back into executive session, the City Council unanimously adopted the motion. (**8:59 P.M.)**

15. **ACTION AFTER EXECUTIVE SESSION.**

RESOLUTION 2025-07-15: On a motion by Councilor Robert Rückes and seconded by Councilor Rick Stephens to move into regular session, the City Council unanimously adopted the motion. **(9:18 P.M.)**

A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim City Manager)

RESOLUTION 2026-07-16: Councilor Rick Stephens moved that City Council approve the City Manager's recommendation to appoint Mike Macias as Director of Utilities. Councilor Robert Rückes seconded the motion. The City Council voted to adopt the motion with all members voting in favor.

16. **ADJOURN.**

There being no further business, the meeting was adjourned by Mayor Eaves. **(9:19 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 June 26, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL
this 26th day of June, 2025.

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

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 7B
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: Approve

AGENDA ITEM

Approval of the excused absence of Councilor Richard Portillo from the July 1, 2025 Regular City Council Meeting. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

City Council Member absences must be considered and approved by the City Council pursuant to Sec. 3.02(B) City Charter and Sec. 23-10 of the Alpine Code of Ordinances.

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 7C
Department: City Council
Sponsor: Eva Martinez, Councilor
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve

AGENDA ITEM

Approval of the appointment of Donny Greenway to the Place 2 position on the Parks & Recreation Board. (E. Martinez, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. D. Greenway Parks Application_Redacted

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

ADMINISTRATION: BOARDS & COMMISSION APPLICATION

Print Del

Submitted by: Donald (Donny) Greenway

Submitted On: 2025-06-27 00:23:51

Submission IP: 65.65.159.182 (172.31.74.195)
proxy IP (raw IP)

Status: Open

Priority: Normal

Assigned To: Records Clerk

Due Date: Open

CITY OF ALPINE
ADVISORY BOARDS & COMMISSIONS QUESTIONNAIRE

Qualities that make a great board member:

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

What the City should provide to board members:

- Clear guidance about expectations for attendance and time contribution
- Clear guidance about rules governing public boards (open meetings and open records requirements)
- Designated staff liaison who regularly reports on meetings to supervisor

Board Chairperson:

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

* First Name	* Last Name
Donald (Donny)	Greenway

* **Street Address**

501 John West rd

* **City**

Alpine

* **State**

Texas

* **Zip code**

79830

* **Email Address**

* **Phone**

* **Occupation**

Swimming Pool Repair company owner, BBT maintenance specialist

* **Are you a resident of Alpine, Texas?**

(•) Yes
( ) No

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

1 year

* **Are you a qualified (registered) voter of Brewster County?**

(•) Yes
( ) No

* **Are you a qualified (registered) voter of the City of Alpine?**

(•) Yes
( ) No

* **Board, Commission, or Committee ("Board") that you have interest in serving on:**

Parks and Recreation

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

I have 35 years experience working in the swimming pool industry. 3 years of that I worked for the city of Round Rock Texas in their Parks and Recreation department. I was involved in the planning and budgeting of bringing a water park to the city. Although they differ, I understand city budgeting and what is required from them. I am licensed by the TDLR as a Certified Pool Operator. I hold the TICL (electrical license for swimming pool equipment) and I am a Certified Building professional through them as well.

Please state why you wish to serve the City of Alpine as a member of a Board:

Outdoor recreation has been a passion of mine for many years. I believe that Parks and Recreation are very important to a city. Both for current residents and for the growth of the city as a whole.

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

( ) Yes
(•) No

If yes, in what capacity?

How long?

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

(•) Yes
( ) No

If yes, please explain:

Possibly. I own a swimming pools repair company and Im not sure if it would be a conflict of interest or not if the city needed my services.

Upload a File (Optional)

Choose File No file chosen

Upload a File (Optional)

Choose File No file chosen

Upload a File (Optional)

Choose File No file chosen

Upload a File (Optional)

Choose File No file chosen

As evidenced by my signature below, I certify that the statements contained in this document are true and correct to the best of my knowledge.

*** Electronic signature**

Donald Greenway

Please type full name

*** Date**

06/26/2025

Format: MM/DD/YYYY

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

☑ **Option 1**

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 7D
Department: City Council
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve

AGENDA ITEM

Approval of the appointment of Kari Wilson to the Place 1 position on the Hotel Occupancy Tax Committee. (R. Stephens, City Council)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. K. Wilson HOT Committee Application_Redacted

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

RECEIVED
City of Alpine, Texas

MAY 09 2024 11:00 a.m.

OFFICE OF THE CITY SECRETARY

BY: [signature]

BOARDS, COMMISSIONS, & COMMITTEES QUESTIONNAIRE

Name: Kari Wilson

Street Address: 402 W. Uvalde St.

City, State & Zip: Alpine, TX 79830

Phone Number:

E-Mail:

Occupation: Property Manager, Antelope Lodge

Are you a resident of Alpine, Texas?: Yes

How long have you been a resident of, or been involved with, Alpine?: 5 yrs

Are you a qualified (registered) voter of Brewster County?: Yes

Are you a qualified (registered) voter of the City of Alpine?: Yes

The Board, Commission, or Committee ("Board") that you have interest in serving:

H.O.T. Committee

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

Graduated from Santa Fe High w/my diploma. Traveled/Moved often so attended several community colleges and University of Houston. Did not complete a degree but learned several different studies from Geology

Please contact the Office of the City Secretary or your Council Representative with any questions.

to Mechanical Engineering. 10+ years of work experience in customer service, 4 years now in hospitality with about 3 in management. I've also managed a seperate AirBnB property as a side job up until the end of 2023. I do assist our sister lodge in Marfa, the Thunderbird Hotel, from time to time.

Please state why you wish to serve the City of Alpine as a member of a Board:

I believe my experience, personal values and beliefs can and will be of great service to the city of alpine. I'd love to be apart of the community more and this will be one way to do that.

Do you currently, or have you in the past, served the City of Alpine?: Yes: _____ No: ✓

If yes, in what capacity?: _____

If Yes, how long did you serve? Please provide date ranges if possible:

_____

Do you receive any compensation from the City of Alpine or are there any potential conflicts of interest if you serve the City of Alpine? Yes: _____ No: ✓

If yes, please explain: _____

As evidenced by my signature below, I certify that the statements contained in this document are true and correct to the best of my knowledge.

Signature: Jaci Weber **Date**: 5/8/24

Please contact the Office of the City Secretary or your Council Representative with any questions.

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 7E
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve

AGENDA ITEM

Approval of the June 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, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 6-2025 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 - 7/7/2025
Geoffrey R. Calderon, City Secretary — Final Approval - 7/7/2025

OFFICE OF THE CITY SECRETARY

JUNE 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	June 2025	FY 2025 YTD
Regular Meetings	2	17
Special Meetings	1	3
Workshops	0	8

Document Type	June 2025	FY 2025 YTD
Agendas Prepared/Posted	3	19
Packets Prepared/Posted	3	20
Minutes Completed/Approved	3	20

Agenda Items Processed	June 2025	FY 2025 YTD
Ordinances	5	17
Resolutions	9	20
Orders	0	6
Proclamations	5	14
Contracts/Agreements	1	9
Policy Revisions	0	6
General Special/Conditional Use Permit	0	0
Short Term Rental	1	10
Alcoholic Beverage Permit	0	8
Coin-Operated / Gameroom Permit	0	0
Rezone	0	0
Replat	0	3
Annexation	0	0
Variance	0	1
Board Appointments	0	3
Other	18	133

Enrolled (Passed) Documents	June 2025	FY 2025 YTD
Ordinances	4	17
Resolutions	9	29
Orders	0	6

APPROVED ORDINANCES.

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; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. *The City Council approved this item on June 3, 2025.*

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; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clause. *The City Council approved this item on June 3, 2025.*

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; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clause. *The City Council approved this item on June 3, 2025.*

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 clause. *The City Council approved this item on June 3, 2025.*

UNAPPROVED ORDINANCES

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; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clause. *The City Council did not approve this item on June 3, 2025.*

APPROVED RESOLUTIONS.

Resolution 2025-06-01: a resolution appointing members of the Alpine City Council to Ex-Officio positions on City Boards, Commissions, and Committee. *The City Council approved this item on June 3, 2025.*

Resolution 2025-06-02: a resolution approving the Payment in Lieu of Taxes for the Alpine Housing Authority for Fiscal Year 2026 - 2030. *The City Council approved this item on June 3, 2025.*

Resolution 2025-06-03: a resolution appointing City Council Member Ward 5, Rick Stephens, to Serve as the City Council Representative on the Alpine Public Library Board. *The City Council approved this item on June 3, 2025*

Resolution 2025-06-04: a resolution approving an Interlocal Cooperation Contract between the City of Alpine and Angelo State University for Cybersecurity Services through the Regional Security Operations Center (RSOC). *The City Council approved this item on June 3, 2025.*

Resolution 2025-06-20-A: a resolution authorizing the city to participate in the Texas Department of Transportation Aviation Automated Weather Observing System (AWOS) grant program for financial assistance. *The City Council approved this item on June 10, 2025.*

Resolution 2025-06-20-F: a resolution appointing Goffrey R. Calderon as Interim City Manager. *The City Council approved this item on June 10, 2025.*

Resolution 2025-06-21: a resolution authorizing the Finance Department to open a New Checking Account to serve as a Utility Payment Clearing Account and establishing procedures to transfer funds to the appropriate Utility Funds on a Monthly Basis. *The City Council approved this item on June 17, 2025.*

Resolution 2025-06-22: a resolution making the following changes to the city's general election pursuant to Senate Bill 914, eighty-ninth regular legislature: Changing the City of Alpine General Election date from the May uniform election date established by law to the November uniform date established by law; Providing for the holdover of the Mayor and City Council Members to conform to the November uniform election date; Establishing election procedures for future municipal General Elections; Providing for Severability; And providing for an effective date. *The City Council approved this item on June 17, 2025.*

Resolution 2025-06-23: a resolution approving the recommended Hotel Occupancy Tax Grant Awards from the Hotel Occupancy Tax Committee for the Fiscal Year 2025 - 2026. *The City Council approved this item on June 17, 2025.*

UNAPPROVED RESOLUTIONS – None.

APPROVED SPECIAL USE PERMITS – None.

UNAPPROVED SPECIAL USE PERMITS – None.

APPROVED ORDERS – None

APPROVED REPLATS – None.

APPROVED CONTRACTS / AGREEMENTS / REQUESTS FOR PROPOSALS / MISC.

Contract between the City of Alpine and Angelo State University for Cybersecurity Services through the Regional Security Operations Center. *The City Council approved this item on June 3, 2025.*

WORKSHOPS & PRESENTATIONS – None.

TRANSPARENCY IN GOVERNMENT: HEARINGS, LETTERS, & PUBLIC NOTICES

The City held 6 public hearings in June 2025. Additionally, we sent 5 letters to owners within 200 feet of properties where proposed zoning and land use changes were being considered.

Public Hearings	June 2025	FY 2025 YTD
No. of Hearings Conducted	6	54

Letters	June 2025	FY 2025 YTD
No. of Letters Sent	5	243

Official Newspaper Notices	June 2025	FY 2025 YTD
Notice of Public Hearing	2	27
Notice of Passed Ordinance	1	12
Misc. Public Notice (RFP, Workshop, Etc.)	0	6

PUBLIC INFORMATION REQUESTS

Public Information Requests	June 2025	FY 2025 YTD
Requests Received	22	128
Average Completion Time	1.72 days	3.19 days
Referred to Attorney General	0	0

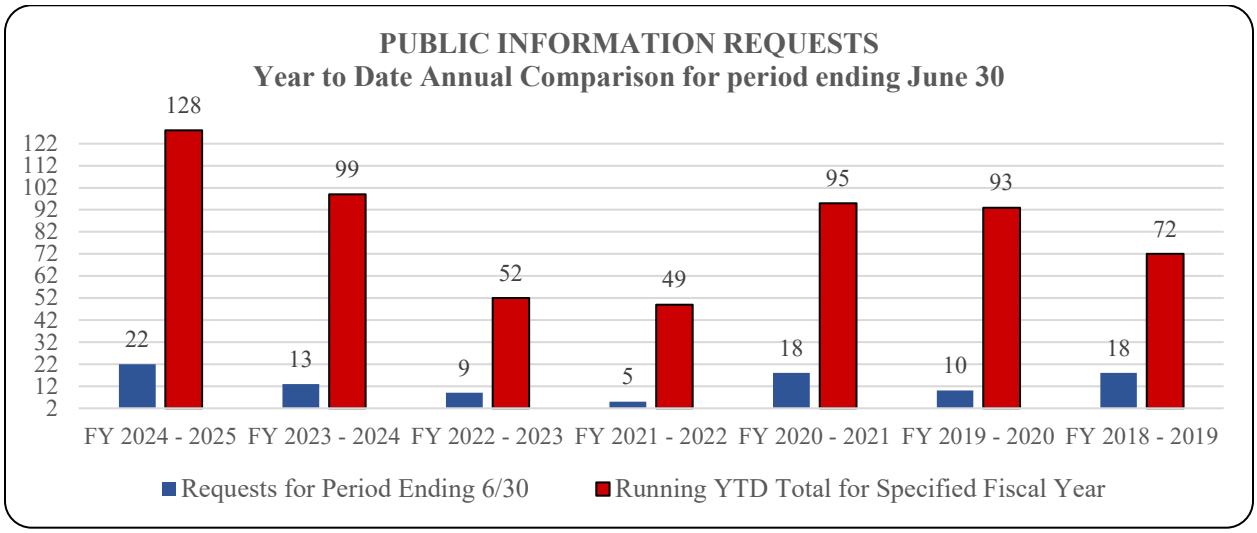
Requests by Department	June 2025	FY 2025 YTD
Administration	9	26
Animal Services	-	-
Building Services / Planning / Code	1	18
Finance	3	8
Police	7	67
Public Works	-	-
Utilities	-	2
Utility Billing	-	-
Redirected to another agency	2	8

PUBLIC INFORMATION REQUESTS –

Year to Date Annual Comparison for period ending June 30.

Annual Comparison	Requests for Period Ending 6/30	Running YTD Total for Specified Fiscal Year
FY 2024 - 2025	22	128
FY 2023 - 2024	13	99

FY 2022 - 2023	9	52
FY 2021 - 2022	5	49
FY 2020 - 2021	18	95
FY 2019 - 2020	10	93
FY 2018 - 2019	18	72



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	June 2025	FY 2025 YTD
Agendas Prepared/Posted	3	23
Packets Prepared/Posted	3	21
Minutes Completed	3	17

Board Meetings Held	June 2025	FY 2025 YTD
Animal Advisory Board	0	3
Hotel Occupancy Tax Committee	0	3
Music Advisory Board	0	1
Parks and Recreation	1	6
Planning & Zoning	1	7
Building & Standards	0	0

Animal Advisory Board – None.

Hotel Occupancy Tax Committee. – None

Parks & Recreation Board.

The Parks & Recreation Board met on June 11th to discuss resident concerns with goatheads in Medina Park and concerns with Centennial Park and, to discuss the Fiscal Year 2025-2026 board meeting calendar and agenda deadlines.

Planning & Zoning Commission.

The Planning & Zoning Commission met on June 23rd to discuss Replat 2025-07-01: a replat application which would allow the applicant, Horticultural Consulting, LLC, to reflect the updated ownership of a recently purchased portion of public property (508 S. 5th St) and approve a recommendation regarding a zoning designation (601 S. Walker).

Music Advisory Board – None.

Building & Standards Commission – None.

BOARD APPOINTMENTS, RESIGNATIONS, AND VACANCIES.

BOARD APPOINTMENTS – None.

BOARD RESIGNATIONS / REMOVAL

Parks & Recreation Board

Place 3: Kristal Vega
Place 7: Luis Gomez.

BOARD VACANCIES

Parks & Recreation Board

Place 1
Place 2
Place 3
Place 4
Place 7

Building & Standards

Place 6
Place 7

Hotel Occupancy Tax Committee

Place 1 (Hotelier)

TRAINING ACTIVITY & SPECIAL EVENTS — None.

ELECTION ACTIVITY –

Approved resolution making the following changes to the city's general election pursuant to Senate Bill 914, eighty-ninth regular legislature: Changing the City of Alpine General Election date from the May uniform election date established by law to the November uniform date established by law.

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 7F
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve

AGENDA ITEM

Approval of the 3rd Quarter Fiscal Year 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, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. Quarter 3 2024-2025 Fiscal Year Report

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

OFFICE OF THE CITY SECRETARY

QUARTER 3 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	Q3 2025	FY 2025 YTD
Regular Meetings	6	17
Special Meetings	2	3
Workshops	2	8

Document Type	Q3 2025	FY 2025 YTD
Agendas Prepared/Posted	7	19
Packets Prepared/Posted	8	20
Minutes Completed/Approved	7	20

Agenda Items Processed	Q3 2025	FY 2025 YTD
Ordinances	10	18
Resolutions	12	29
Orders	0	6
Proclamations	11	16
Contracts/Agreements	3	10
Policy Revisions	0	6
General Special/Conditional Use Permit	0	0
Short Term Rental	6	10
Alcoholic Beverage Permit	1	8
Coin-Operated / Gameroom Permit	0	0
Rezone	2	2
Replat	0	3
Annexation	0	0
Variance	0	1
Board Appointments	0	3
Other	59	153

Enrolled (Passed) Documents	Q3 2025	FY 2025 YTD
Ordinances	9	17
Resolutions	12	29
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*

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. *The City Council approved this item on May 6, 2025.*

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. *The City Council approved this item on May 6, 2025.*

Ordinance 2025-05-03: an ordinance canvassing the returns and declaring the results of the May 3, 2025 General Election held for the purpose of electing citizens of Alpine to the Office City Council Member Ward 1. *The City Council approved this item on May 13, 2025.*

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; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clauses. *The City Council approved this item on June 3, 2025.*

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; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clause. *The City Council approved this item on June 3, 2025.*

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; Providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date Clause. *The City Council approved this item on June 3, 2025.*

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 clause. *The City Council approved this item on June 3, 2025.*

UNAPPROVED ORDINANCES

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; Providing Findings of Fact, Repealer, Severability, Effective Date, Proper Notice, and Hearing Clause. *The City Council did not approve this item on June 3, 2025.*

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.*

Resolution 2025-05-01: a resolution approving a Contract for the purpose of Financing an Asphalt Zipper. *The City Council approved this item on May 6, 2025.*

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. *The City Council approved this item on May 20, 2025.*

Resolution 2025-06-01: a resolution appointing members of the Alpine City Council to Ex-Officio positions on City Boards, Commissions, and Committee. *The City Council approved this item on June 3, 2025.*

Resolution 2025-06-02: a resolution approving the Payment in Lieu of Taxes for the Alpine Housing Authority for Fiscal Year 2026 - 2030. *The City Council approved this item on June 3, 2025.*

Resolution 2025-06-03: a resolution appointing City Council Member Ward 5, Rick Stephens, to Serve as the City Council Representative on the Alpine Public Library Board. *The City Council approved this item on June 3, 2025*

Resolution 2025-06-04: a resolution approving an Interlocal Cooperation Contract between the City of Alpine and Angelo State University for Cybersecurity Services through the Regional Security Operations Center (RSOC). *The City Council approved this item on June 3, 2025.*

Resolution 2025-06-20-A: a resolution authorizing the city to participate in the Texas Department of Transportation Aviation Automated Weather Observing System (AWOS) grant program for financial assistance. *The City Council approved this item on June 10, 2025.*

Resolution 2025-06-20-F: a resolution appointing Goffrey R. Calderon as Interim City Manager. *The City Council approved this item on June 10, 2025.*

Resolution 2025-06-21: a resolution authorizing the Finance Department to open a New Checking Account to serve as a Utility Payment Clearing Account and establishing procedures to transfer funds to the appropriate Utility Funds on a Monthly Basis. *The City Council approved this item on June 17, 2025.*

Resolution 2025-06-22: a resolution making the following changes to the city's general election pursuant to Senate Bill 914, eighty-ninth regular legislature: Changing the City of Alpine General Election date from the May uniform election date established by law to the November uniform date established by law; Providing for the holdover of the Mayor and City Council Members to conform to the November uniform election date; Establishing election procedures for future municipal General Elections; Providing for Severability; And providing for an effective date. *The City Council approved this item on June 17, 2025.*

Resolution 2025-06-23: a resolution approving the recommended Hotel Occupancy Tax Grant Awards from the Hotel Occupancy Tax Committee for the Fiscal Year 2025 - 2026. *The City Council approved this item on June 17, 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

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. *The City Council approved this item on May 6, 2025*

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.*

Lease agreement between Alpine Community Projects and the City of Alpine for the use of the building at 205 E Sul Ross Avenue. *The City Council approved this item on May 6, 2025.*

Contract between the City of Alpine and Angelo State University for Cybersecurity Services through the Regional Security Operations Center. *The City Council approved this item on June 3, 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 21 public hearings in Quarter 3 2025. Additionally, we sent 54 letters to owners within 200 feet of properties where proposed zoning and land use changes were being considered.

Public Hearings	Q3 2025	FY 2025 YTD
No. of Hearings Conducted	21	54

Letters	Q3 2025	FY 2025 YTD
No. of Letters Sent	54	243

Official Newspaper Notices	Q3 2025	FY 2025 YTD
Notice of Public Hearing	7	27
Notice of Passed Ordinance	6	12
Misc. Public Notice (RFP, Workshop, Etc.)	1	6

PUBLIC INFORMATION REQUESTS

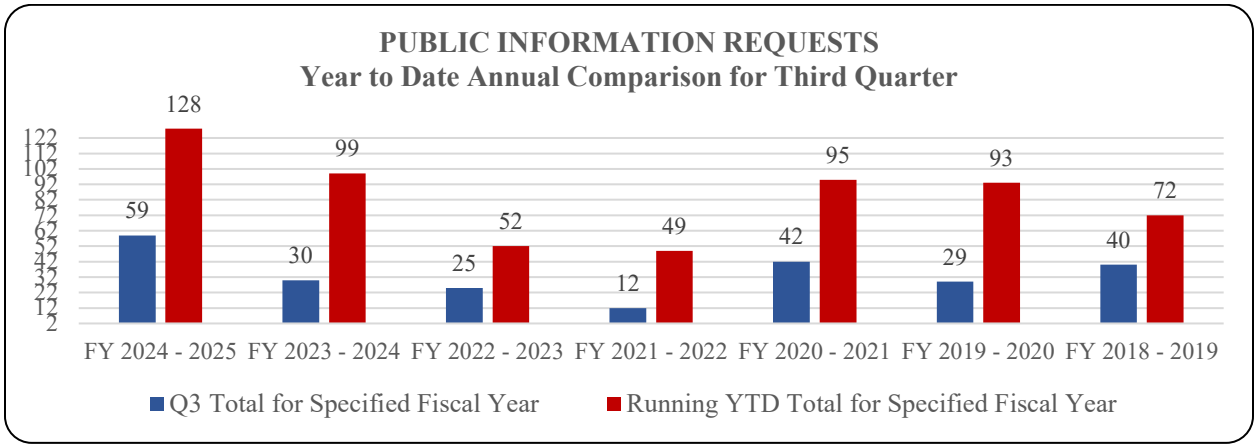
Public Information Requests	Q3 2025	FY 2025 YTD
Requests Received	59	128
Average Completion Time	2.31 days	3.19 days
Referred to Attorney General	0	0

Requests by Department	Q3 2025	FY 2025 YTD
Administration	14	26
Animal Services	-	-
Building Services / Planning / Code	5	18
Finance	4	8
Police	31	67
Public Works	-	-
Utilities	-	2
Utility Billing	-	-
Redirected to another agency	6	8

PUBLIC INFORMATION REQUESTS –

Year to Date Annual Comparison for period ending June 30.

Annual Comparison	Requests for Q3 in 2025	Running YTD Total for Specified Fiscal Year
FY 2024 - 2025	59	128
FY 2023 - 2024	30	99
FY 2022 - 2023	25	52
FY 2021 - 2022	12	49
FY 2020 - 2021	42	95
FY 2019 - 2020	29	93
FY 2018 - 2019	40	72



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	Q3 2025	FY 2025 YTD
Agendas Prepared/Posted	9	23
Packets Prepared/Posted	7	21
Minutes Completed	5	17

Board Meetings Held	Q3 2025	FY 2025 YTD
Animal Advisory Board	1	3
Hotel Occupancy Tax Committee	2	3
Music Advisory Board	1	1
Parks and Recreation	2	6
Planning & Zoning	2	7
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

The Hotel Occupancy Tax Committee met on May 15th and May 22nd to review and make a recommendation regarding hotel occupancy tax grants. The committee conducted a preliminary review on May 15th and made an official recommendation on May 22nd regarding grant funding.

Parks and Recreation Board

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

The Parks & Recreation Board did not meet in May due to lack of agenda items to consider.

The Parks & Recreation Board met on June 11th to discuss resident concerns with goatheads in Medina Park and concerns with Centennial Park and, to discuss the Fiscal Year 2025-2026 board meeting calendar and agenda deadlines.

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.

The Planning & Zoning Commission met on May 19, 2025 to discuss two rezone applications: Rezone 2025-06-01 (702 E. Murphy) where the applicant is requesting to establish an automotive shop at the subject property and Rezone 2025-06-02 (1009 E. Gallego) where the applicant is requesting to establish a commercial building at the subject property.

The Planning & Zoning Commission met on June 23rd to discuss Replat 2025-07-01: a replat application which would allow the applicant, Horticultural Consulting, LLC, to reflect the updated ownership of a recently purchased portion of public property (508 S. 5th St) and approve a recommendation regarding a zoning designation (601 S. Walker).

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

Parks & Recreation Board

Place 3: Kristal Vega
Place 7: Luis Gomez

BOARD VACANCIES

Parks & Recreation Board

Place 1
Place 2
Place 3
Place 4
Place 7

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.

- The City Secretary attended the following seminar from the Texas Municipal Clerks Association:
  - Citizens Election Academy.
- The City Secretary attended GIS software, Eagleview, training session.

ELECTION ACTIVITY –

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

- Administered the 2025 May Election, compiled results of election, drafted ordinance, administered the canvass and swearing in of newly elected officials.

- Approved resolution making the following changes to the city's general election pursuant to Senate Bill 914, eighty-ninth regular legislature: Changing the City of Alpine General Election date from the May uniform election date established by law to the November uniform date established by law.

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 7G
Department: Office of the City Secretary
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager

Staff Recommendation: Approve

AGENDA ITEM

Approval of Special Use Permit 2025-07-01, a special use permit allowing the applicant, Alex Ponton, to establish a short term rental at 208 N. Cockrell Street. The property owner of record is PBE Services LLC. The Parcel ID of the subject property is 10656. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. 208 N Cockrell STR SUP Application_Redacted

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

208 N Cockrell St Alpine TX 79830

STR License

Letters

License holder Alex Ponton

Collapse details

Letters | Send license | Edit | License settings

Property Address
208 N COCKRELL ST ALPINE TX 79830

Permit Held By
Property Manager

Property ID
10656

Application Date
2025-02-24

Permit Holder

First Name
Alex

Last Name
Ponton

Phone Number

Email

Mailing Address
1201 W Stockton St Alpine TX 79830

Property Manager

First Name
Alex

Last Name
Ponton

Phone Number

Email

Mailing Address
1201 W Stockton St Alpine TX 79830

Property Owner(s)

Property Owner #1

First Name
Jennifer

Last Name
Wood

Company Name
PBE Services, LLC

Phone Number

Email

Mailing Address
4901 McCullough Ave San Antonio TX 78212

Local Representative

First Name
Alex

Last Name
Ponton

Phone Number

Email

Mailing Address
1201 W Stockton St Alpine TX 79830

Verification Documents

Letter
letter_notification_2025-02-24-212443.pdf

Floor Plan
floor_plan_2025-02-24-212443.pdf

Parking Plan Requirement
parking_spaces_2025-02-24-212444.pdf

Applicant's Driver's License
drivers_license_2025-02-24-212444.pdf
drivers_license_2025-02-24-212444.pdf

Proof of STR Property Ownership and/or authorization from property owner
proof_of_ownership_2025-02-24-212444.pdf

Info Sheet
additional_requirements_form_2025-02-24-212444.pdf

Supplemental Questions

Collapse all

Possible Violations

We found no violations for this property

Add Note

Notes

Add

How many bedrooms are in your short-term rental?

2

How many off-street parking spaces are available in your short-term rental?

6

Is this short-term rental your primary residence?

No

What is your taxpayer ID?

Are you registering a hotel property?

No

Subject: Proposal for Short-Term Rental Use – "The Vaquero," Alpine, Texas

To whom it may concern,

I, Jenny Wood, am writing to formally propose the use of my property, located at 208 N Cockrell St, Alpine, Texas, as a short-term rental. Known as "The Vaquero," this historic dwelling, located in the heart of Alpine, holds a special place in the cultural fabric of our community. It was on the front porch of this home that J. Frank Dobie's book *A Vaquero of the Brush Country* was written, tying the property to the literary and historical heritage of Alpine.

Impact on Neighborhood
The proposed short-term rental use of "The Vaquero" will not cause substantial harm to the value, use, or enjoyment of neighboring properties for the following reasons:

1. Responsible Hosting Practices: Strict house rules will be in place to ensure guests are respectful of the neighborhood. This includes limits on noise, parking regulations, and occupancy.
2. Maintaining Property Standards: The property will be diligently maintained, ensuring it remains an asset to the community. Regular landscaping and upkeep will preserve its historic charm.
3. Screening of Guests: A reputable platform, such as Airbnb or VRBO, will provide a reliable mechanism for vetting guests. These platforms require user profiles with verified identities, reviews from previous hosts, and secure payment methods, ensuring that guests are responsible individuals.

Contributions to Neighborhood Value and Enjoyment
Conversely, operating "The Vaquero" as a short-term rental will positively contribute to the neighborhood in several ways:

1. Cultural and Historical Significance: Guests will be drawn to Alpine not only for its vibrant atmosphere but also to experience the unique history of "The Vaquero." This connection fosters an appreciation for the area's heritage and brings visitors who may engage with local businesses and cultural institutions.
2. Economic Boost: As a gateway to Big Bend National Park, Alpine benefits from tourism. A professionally managed short-term rental enhances the town's capacity to accommodate travelers, benefiting our local economy.
3. Enhanced Property Value: A well-maintained short-term rental can contribute to property appreciation within the neighborhood by setting a standard for care and aesthetics.

In closing, the historic charm of "The Vaquero," paired with responsible management, makes it uniquely suited as a short-term rental. It has the potential to enhance the community's vibrancy while respecting the peace and character of Alpine. I am committed to ensuring that the short-term rental operates in a manner that aligns with the values and needs of our neighborhood and the town of Alpine. Regular communication with neighbors will help address any concerns promptly and ensure harmonious coexistence.

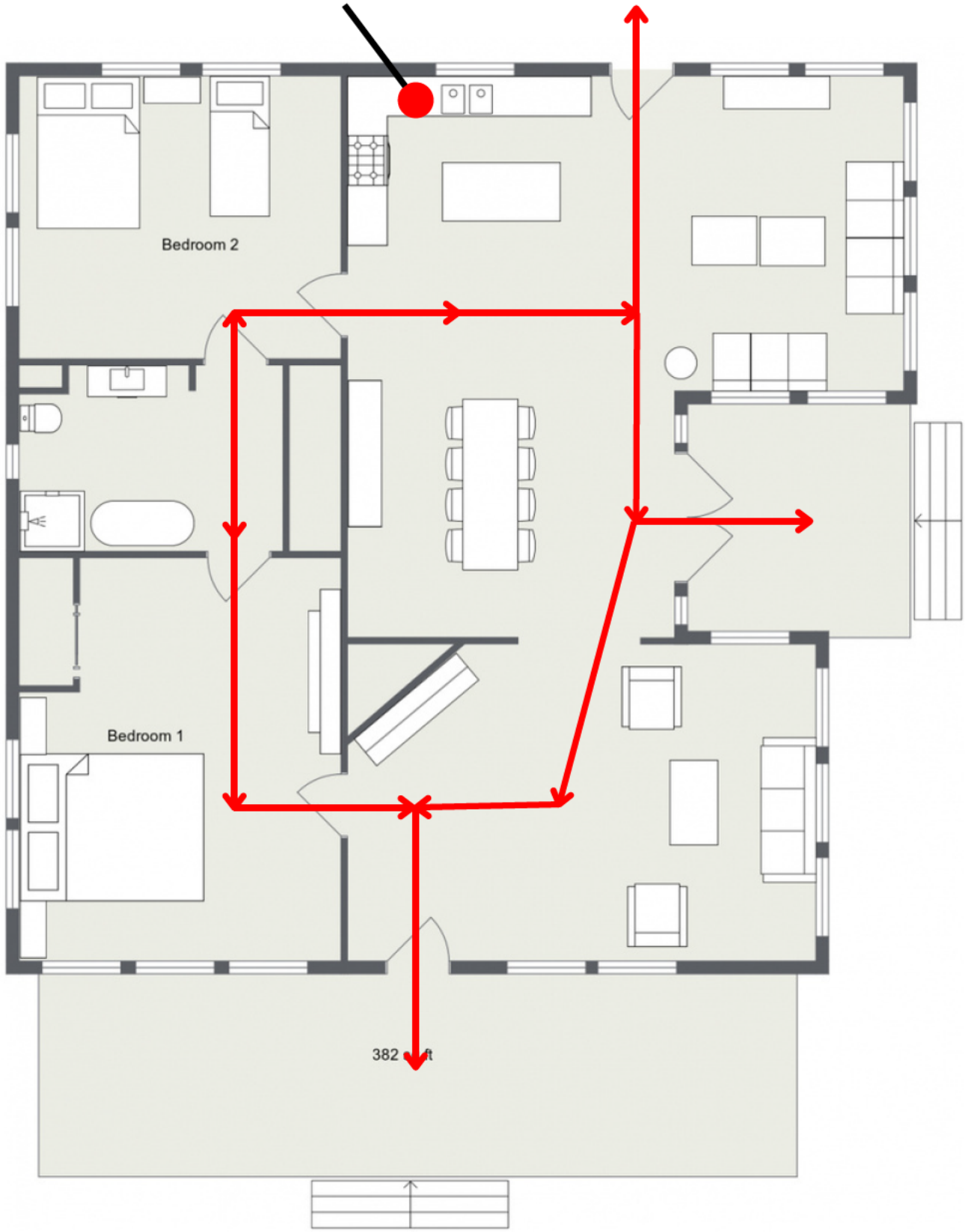
Thank you for considering this proposal. I welcome the opportunity to discuss this further and address any questions or concerns.

Sincerely,

Jenny Wood

208 N Cockrell St
The Vaquero

Fire Extinguisher under kitchen sink



208 N Cockrell St
The Vaquero

A: House -- B: Parking Structure -- C: Circular Driveway

Parking Plan for "The Vaquero" Property

This property offers ample off-street parking, as illustrated in the attached site map. All parking areas are located entirely within the boundaries of the property and do not encroach upon public rights-of-way such as streets, sidewalks, or alleys.

- Covered Parking Structure (Location B): The property includes a covered parking structure capable of accommodating two large vehicles comfortably.
- Circular Driveway (Location C): The circular driveway provides spacious and safe parking for up to four large vehicles, with potential to fit more if necessary.
- Additional Parking: There is space in front of the covered parking structure to accommodate two additional large vehicles, further enhancing the parking capacity.

This layout ensures that all guests can park securely on-site without impacting the surrounding neighborhood or violating local regulations.

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

GENERAL WARRANTY DEED

Effective Date: October 1, 2024

Grantor: DAVID S. BRANCH and ABIGAIL W. BRANCH

Grantor's Mailing Address: 6641 Westchester Ave
Houston, TX 77005-3755
Harris County, Texas

Grantee: PBE SERVICES, LLC

Grantee's Mailing Address: 4901 McCullough Ave
San Antonio, TX 78212-1624
Bexar County, Texas

Consideration: Cash and other valuable Consideration

Property (including any improvements):

All of Lots Nine (9) and Ten (10) in Block Three (3), HANCOCK ADDITION, North of the Railroad, to the City of Alpine recorded in Plat Sleeve No. 20 of the Plat Records of Brewster County, Texas and more particularly described in Exhibit "A", Metes and Bounds and Exhibit "B" survey by Mark E. Logrbrinck R.P.L.S. Lic#6418. dated October 13, 2018, attached hereto and incorporated herein for all purposes.

Reservations from Conveyance:

None

Exceptions to Conveyance and Warranty:

Subject to the Dark Sky Order of the Brewster County Commissioners Court Governing Outdoor Lighting, effective May 26, 2021 and adopted May 26, 2021, recorded in Commissioners Court Minutes of Brewster County, Texas.

Subject to validly existing easements and rights-of-way, whether of record or not; mineral interests outstanding in persons other than Grantor; and taxes for 2024, which have been prorated and adjusted in cash as of the date hereof, the payment of which Grantee assumes.

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

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

EXECUTED by Grantor on OCTOBER 1, 2024, to be effective as of the Effective Date.

DAVID S. BRANCH

ABIGAIL W. BRANCH

(Acknowledgment)

STATE OF TEXAS §
ss
COUNTY OF BREWSTER §

This instrument was acknowledged before me on October 1, 2024, by DAVID S. BRANCH and ABIGAIL W. BRANCH.

[Seal] Kristin L Cavness
My Commission Expires
10/19/2025
Notary ID
125455023

Notary Public, State of Texas

AFTER RECORDING RETURN TO:

ELLYSON ABSTRACT
P.O. BOX 418
ALPINE, TX 79831
GF# 202408259

PREPARED IN THE LAW OFFICE OF:

JOSEPH P. JAMES
ATTORNEY AT LAW
729 MADILYNN CT
FREDERICKSBURG, TX 78624

EXHIBIT A

D. G. SMYTH & COMPANY, INC.

"A Statewide Professional Land Surveying Service Company"

1022 Garner Field Road, Suite C

Uvalde, Texas 78801

FIRM # 10008800

Office Tel. (830) 591-0858 smythsurveyors.com Fax (830) 591-0863

FIELD NOTES FOR A BOUNDARY SURVEY OF 0.35 GRID ACRES, MORE OR LESS COMPLETED OCTOBER 13, 2018

Being a Boundary Survey of 0.35 Grid Acres, more or less, lying in Brewster County, Texas, and all of Lots Nine (9) and Ten (10), Block Three (3), Hancock Addition, North of Railroad to the City of Alpine, recorded in Plat Sleeve No. 20 of the Brewster County Plat Records, and also being the same certain tract conveyed in a document to Charles William Boreing, recorded in Volume 345, Page 207 of the Brewster County Official Public Records, Brewster County, Texas, and further described in a conveyance document to Charles B. Boreing and wife, Clara L. Boreing, recorded in Volume 134, Page 601 of the Brewster County Deed Records, Brewster County, Texas, and being more particularly described by metes and bounds as follows: (The courses, distances, areas and any coordinates cited herein or shown on the corresponding survey plat conform to the Texas Coordinate System, North American Datum 1927, Texas South Central Zone.) (All corners called for as being set are marked on the ground with 1/2 inch rebar with plastic identification caps stamped "RPLS/6418" attached unless otherwise noted or shown.)

BEGINNING at a set 1/2" diameter rebar located at **S.P.C. N= 948228.22' & E=532212.71'**, at a point on the northeasterly R.O.W. of North Cockrell Street, marking the northwest corner of that same certain tract called 3 varas by 100 varas described in conveyance document to City of Alpine, recorded in Volume 98, Page 228 of the Brewster County Deed Records, and marking the southwest corner of the herein described tract, from which point a found 1/2" diameter rebar bears **S 65° 31' 26" W**, at a distance of **57.12** feet;

THENCE: N 16° 45' 51" W, with the northeasterly R.O.W. of North Cockrell Street and the herein described tract, and with the southwesterly line of said Lot 10 for a distance of **130.56 feet** to a set 1/2" diameter rebar at the intersection of the northeasterly R.O.W. of North Cockrell Street and the southeasterly R.O.W. of East Sul Ross Avenue, marking the northwest corner of said Lot 10, and marking the northwest corner of the herein described tract;

ML

THENCE: N 73° 14' 09" E, with the southeasterly R.O.W. of East Sul Ross Avenue and the herein described tract, and with the northwesterly line of said Lot 10 and said Lot 9 for a distance of **111.10 feet** to a set 1/2" diameter rebar marking the northeast corner of said Lot 9, marking the northwest corner of Lot 8 of said Hancock Addition, marking the northwest corner of that same certain tract called Lots Six (6), Seven (7) and Eight (8), Block Three (3), described in conveyance document to James Raymond Hudson, recorded in Volume 202, Page 640 of the Brewster County Official Public Records, and marking the northeast corner of the herein described tract;

THENCE: S 16° 45' 51" E, with the common line of said James Raymond Hudson tract and the herein described tract, also with the common line of said Lot 9 and said Lot 8 for a distance of **130.56 feet** to a set 1/2" diameter rebar at a point on the northwesterly line of said City of Alpine tract, and marking the southeast corner of the herein described tract;

THENCE: S 73° 14' 09" W, with the common line of said City of Alpine tract and the herein described tract for a distance of **111.10 feet** to the Place of Beginning and containing **0.35 grid acres**, more or less, of land within the herein described boundary, according to an actual on the ground survey made by D. G. Smyth & Co., Inc. and completed on October 13, 2018.

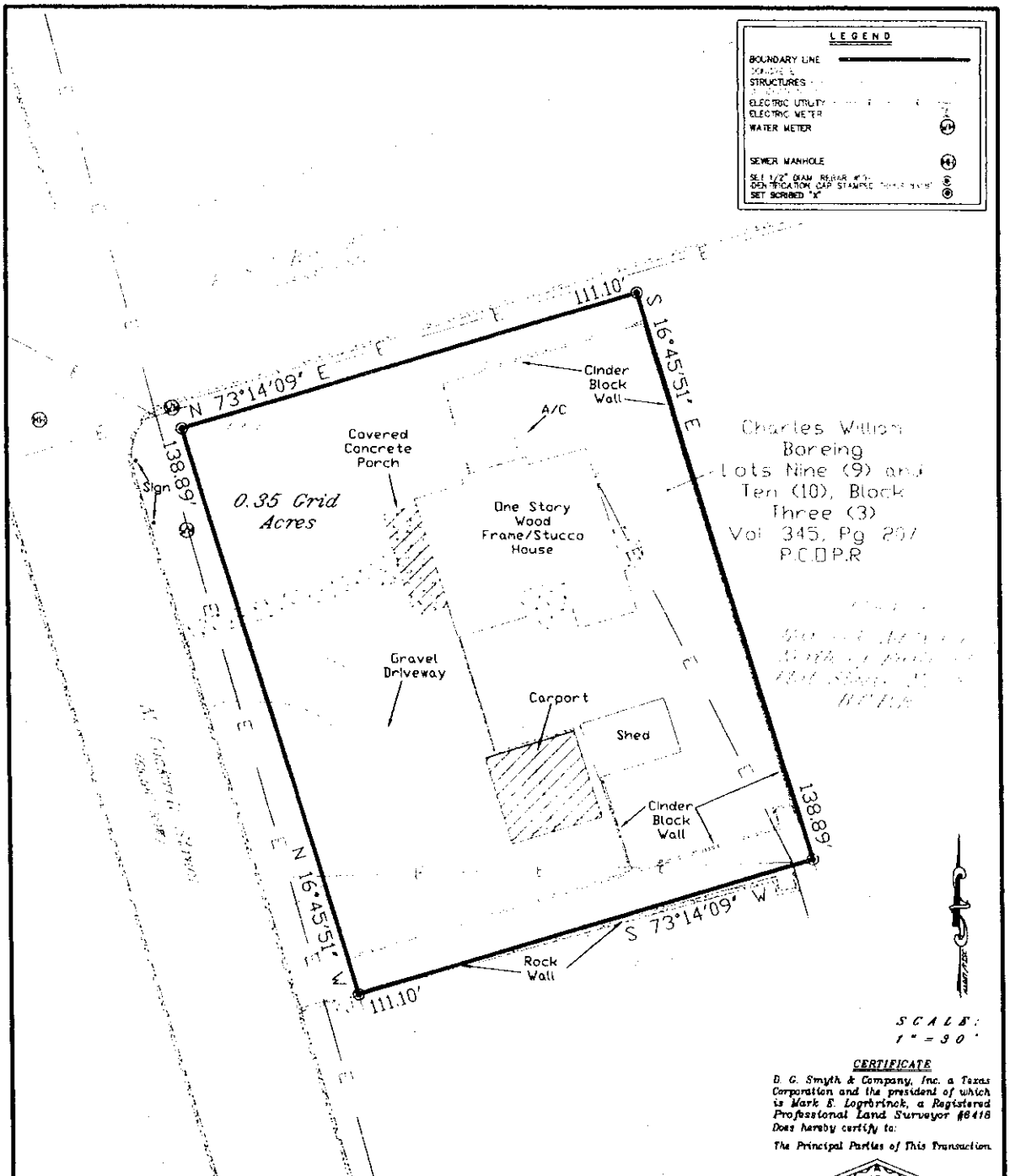
THE STATE OF TEXAS
COUNTY OF UVALDE

It is hereby certified that the foregoing field note description and Attached plat were prepared from an actual on the ground survey Made by personnel working under my direct supervision and that Same are true and correct according to said survey.

Mark Logbrinck, Registered Professional Land Surveyor
No. 6413
PROJ. NO. 18-590

STATE OF TEXAS
REGISTERED
MARK E. LOGBRINCK
6413
PROFESSIONAL
LAND SURVEYOR

Exhibit B



SCALE: 1" = 30'

PLAT SHOWING:

Being a Boundary Retracement and Improvement Survey of 0.35 Grid Acres, more or less, lying in Brewster County, Texas, being Lots Nine (9) and Ten (10), Block Three (3) of Hancock Addition North of the Railroad to the City of Alpine recorded in Plat Sleeve No. 20 of the Plat Records of Brewster County, Texas, and also being that same certain tract conveyed in a document to Charles William Boreing, recorded in Volume 345, Page 207 of the Brewster County Official Public Records, and further described in a conveyance document to Charles B. Boreing and wife, Clara L. Boreing, recorded in Volume 134, Page 601 of the Brewster County Deed Records, Brewster County, Texas.

CERTIFICATE

D. G. Smyth & Company, Inc. a Texas Corporation and the president of which is Mark E. Logrbrinck, a Registered Professional Land Surveyor #6418 Does hereby certify to:

The Principal Parties of This Transaction.

STATE OF TEXAS REGISTERED MARK E. LOGRBRINCK 6418 PROFESSIONAL LAND SURVEYOR

STATE OF TEXAS:
COUNTY OF UVALDE:

I, MARK E. LOGRBRINCK, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL SURVEY MADE ON THE GROUND BY MEN WORKING UNDER MY SUPERVISION AND THAT SAME IS TRUE AND CORRECT ACCORDING TO SAID SURVEY. THE PLAT AS PREPARED HAS A LIKENESS OF MY SEAL, IN THE COLOR RED, HEREON, AND IS ALSO EMBOSSED WITH MY IMPRESSION SEAL. IF THIS PLAT DOES NOT HAVE THESE TWO CONDITIONS FULFILLED, IT IS A COPY AND MAY HAVE BEEN ALTERED. I ASSUME NO RESPONSIBILITY FOR COPIES OF THE PLAT OTHER THAN THE COPIES BEARING MY ORIGINAL SEALS AND SIGNATURE.

COMPLETED: OCTOBER 11, 2018

Mark E. Logrbrinck

REGISTERED PROFESSIONAL LAND SURVEYOR
REGISTRATION NO. 6418

COMPLAINTS & REPORTS OF VIOLATIONS OF SURVEYING LAWS OF THE STATE OF TEXAS PROFESSIONALS AND PROCEDURES SHOULD BE DIRECTED TO:

TEXAS BOARD OF PROFESSIONAL LAND SURVEYING
12100 PARK 35 CIRCLE
BLDG. A, SUITE 180 MC 230
AUSTIN, TEXAS 78753

NOTES:

IMPROVEMENTS SHOWN ARE LIMITED TO MAJOR STRUCTURES AND VISIBLE SALIENT FEATURES.

BEARINGS, DISTANCES, AND AREAS SHOWN HEREON CONFORM TO THE TEXAS COORDINATE SYSTEM NORTH AMERICAN DATUM 1927 TEXAS SOUTH CENTRAL ZONE.

1/2" DIAMETER REBAR WITH IDENTIFICATION CAPS STAMPED "RPLS 5447" SET AT ALL CORNERS UNLESS OTHERWISE NOTED OR SHOWN.

PREPARED FOR:
CHARLES WILLIAM BOREING (SELLER)
ABIGAIL BRANCH (BUYER)
C/O ELLISON ABSTRACT
410 N. 5TH STREET
ALPINE, TX 79830

PURPOSE OF SURVEY:
BOUNDARY/IMPROVEMENT

WARNING: UNAUTHORIZED ALTERATION OF CERTIFIED MATERIAL IS FORGERY.

D. G. Smyth & Co. Inc. *FIRM #10008800*

1022 GARNER FIELD RD.
SUITE C
UVALDE, TEXAS 78801
PHONE 830-591-0858

THIS GRAPHIC WORK REPRESENTS THE RESULTS OF A SURVEY BEING PROVIDED BY D. G. SMYTH & CO., INC. SOLELY FOR THE EXCLUSIVE USE OF THE PARTIES SHOWN HEREON AND FOR THE PURPOSE SHOWN ABOVE. THE GRAPHIC REPRESENTATION SHOWN HEREON DEPICTS CERTAIN CONDITIONS FOUND EXISTING AS OF THE DATE OF THE ACTUAL SURVEY. [illegible] GRAPHIC WORK. ALL RIGHTS RESERVED COPYRIGHT 2018 D. G. SMYTH AND CO., INC. ©

Texas Society of Professional Surveyors

PROJECT NO.	18-6905	CHK'D BY:
DRAWING NO.	18-6905	
DATE:	OCTOBER 11, 2018	

THE STATE OF Texas
COUNTY OF Brewster

Conveyance Deed Acceptance Affidavit

To: **ELLYSON ABSTRACT** GF# **202408259**

Date: **September 27, 2024**

All of Lots Nine (9) and Ten (10) in Block Three (3), HANCOCK ADDITION, North of the Railroad, to the City of Alpine recorded in Plat Sleeve No. 20 of the Plat Records of Brewster County, Texas and more particularly described in Exhibit "A", Metes and Bounds and Exhibit "B" survey by Mark E. Logrbrinck R.P.L.S. Lic#6418. dated October 13, 2018 attached hereto and incorporated herein for all purposes.

I/We confirm that I/we have read and accepted the conveyance deed from the Seller/
SELLER (whether one or more): **DAVID S BRANCH and ABIGAIL W BRANCH**

to Buyer/s: **PBE SERVICES LLC** By signing this affidavit I/we agree that the Legal description and the spelling of mine/our names is correct. Any changes or corrections made to the Conveyance Deed prior to signing this affidavit, have been accepted and approved.

SELLER:

DAVID S BRANCH — **Date** 10/1/2024

ABIGAIL W BRANCH — **Date** 10/1/2024

THE STATE OF TEXAS
COUNTY OF BREWSTER

This instrument was acknowledged before me on this 1 **day of** OCTOBER **, 20**

DAVID S BRANCH and ABIGAIL W BRANCH

NOTARY PUBLIC STATE OF TEXAS

THE STATE OF Texas
COUNTY OF Brewster

Conveyance Deed Acceptance Affidavit

To: **ELLYSON ABSTRACT** GF# **202408259**

Date: **September 27, 2024**

All of Lots Nine (9) and Ten (10) in Block Three (3), HANCOCK ADDITION, North of the Railroad, to the City of Alpine recorded in Plat Sleeve No. 20 of the Plat Records of Brewster County, Texas and more particularly described in Exhibit "A", Metes and Bounds and Exhibit "B" survey by Mark E. Logrbrinck R.P.L.S. Lic#6418. dated October 13, 2018 attached hereto and incorporated herein for all purposes.

I/We confirm that I/we have read and accepted the conveyance deed from the Seller/
SELLER (whether one or more): **DAVID S BRANCH and ABIGAIL W BRANCH**

to Buyer/s: **PBE SERVICES LLC** By signing this affidavit I/we agree that the Legal description and the spelling of mine/our names is correct. Any changes or corrections made to the Conveyance Deed prior to signing this affidavit, have been accepted and approved.

BUYER:

PBE SERVICES LLC

JENNIFER B WOOD

9-30-2024
Date:

THE STATE OF Texas
COUNTY OF

This instrument was acknowledged before me on this 30TH **day of** SEPTEMBER, **20** 24

JENNIFER B WOOD;PBE SERVICES LLC

NOTARY PUBLIC STATE OF

DEBRA GALLIA
NOTARY PUBLIC STATE OF TEXAS
COMM. EXP. 09/22/2028
ID# 126668417

THE VAQUERO

208 N COCKRELL ST
ALPINE, TEXAS

Welcome

Thank you for choosing to stay with us at The Vaquero! We are thrilled to be your hosts and hope you enjoy your time here as much as we do.

Please explore our welcome book, where you'll find everything you need to know about the house along with helpful local recommendations.

Your hosts,
Jenny & Will

your home
away from home

TABLE OF CONTENTS

01 ABOUT THE VAQUERO

03 CHECK IN & CHECK OUT

05 HOUSE RULES

06 THINGS TO KNOW

07 HOUSE GUIDE

09 WIFI

10 EMERGENCY INFORMATION

13 ALPINE FOOD

19 ALPINE ATTRACTIONS

21 ALPINE SHOPS

25 BIG BEND REGION ATTRACTIONS

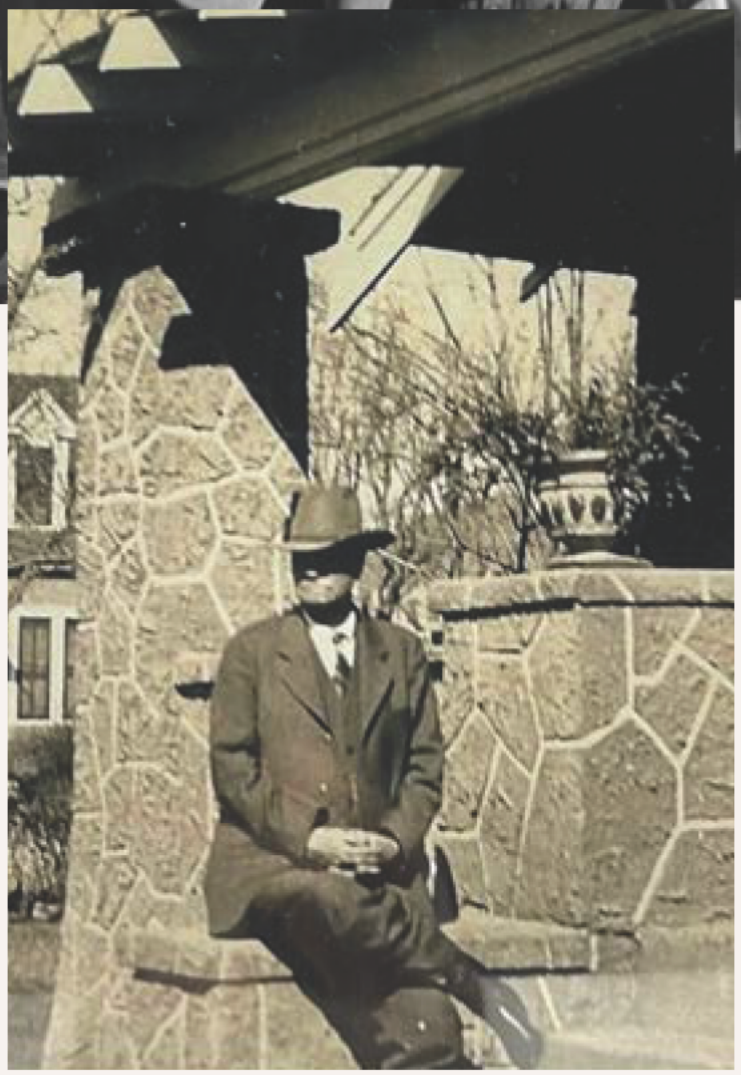
26 BIG BEND REGION FOOD

ABOUT THE VAQUERO

Welcome! We are thrilled to share our historic home with you. This cozy 2-bedroom house is designed with your comfort in mind, offering a relaxing space that feels like your home away from home. Located in the heart of Alpine, you're just a short walk from nearly everything this charming town has to offer.

Built in 1909, this home—known as The Vaquero (Spanish for "cowboy")—was constructed by John Duncan Young, a storied figure in Alpine's early 20th-century history. Young co-authored the memoir A Vaquero of the Brush Country with J. Frank Dobie. Published in 1929, this work chronicles his rugged experiences as a cowboy, sheriff, ranger, and more, helping to shape the foundation of the Western genre. Beyond his literary contributions, Young was an entrepreneur, owning a marble mine outside of Alpine. His dynamic life as a cowboy, author, and businessman, combined with the enduring presence of The Vaquero, cements his legacy as a key figure in the region's rich history.

This house stands as a testament to his remarkable story, offering you the unique opportunity to connect with Alpine's past.



Whether you're passing through for a night or hanging your hat for a while, we hope you feel at home and enjoy everything the Big Bend region has to offer. If you need anything during your stay, please don't hesitate to reach out to our property manager. We hope you enjoy your time at The Vaquero!

- Jenny & Will

Check-in

Check-in: 3:00pm

Check-in time begins at 3:00 PM. Take a moment to make yourself at home. If you have any questions or need assistance, please don't hesitate to contact our property manager. We're excited to host you and hope you enjoy your stay!

- Self check-in with keyless entry system.
- Entry code is given before you arrive.
- Please park in the circular driveway.

To unlock the front door, simply enter the code and press the lock symbol on the lower right of the keypad. To lock the door, just press the lock symbol again.

PROPERTY MANAGER
Alex Ponton
[redacted]

Check-out

Check-out: 11:00am

As your stay comes to an end, we kindly ask that you check out by 11:00 AM. If you'd like to request a late check-out or extend your stay, please let us know in advance, and we will do our best to accommodate, depending on availability. Safe travels, and we hope to host you again soon!

- Place all used towels in the bath tub.
- Please leave all used beds unmade.
- Place all dirty dishes in the sink.
- Make sure to check for all personal items.
- Log off of accounts on the smart TV.
- Please take out all the trash - the dumpster can be found on the south end of the property along N Cockrell St.
- Please turn off all lights.
- Please lock all doors before you leave.

House Rules

KEEP NOISE TO A MINIMUM AFTER 11PM. QUIET HOURS ARE FROM 11PM-7AM

IF YOU HAVE ANY EXTRA GUESTS STAYING WITH YOU, PLEASE LET US KNOW

PLEASE RESPECT CHECK-IN AND CHECK-OUT TIMES

NO SMOKING OR VAPING INSIDE THE HOME

PLEASE TAKE CARE OF FURNISHINGS AND REPORT ANY DAMAGES IMMEDIATELY

RELAX AND HAVE A GREAT STAY!

THINGS TO KNOW

FIRE PLACES

There is a fire pit on the outdoor patio, complete with extra firewood for your enjoyment—perfect for a cozy evening under the stars. The fireplace in the living room is fully functional and ready to use for added comfort indoors; however, please refrain from using the fireplace in the main bedroom for safety reasons.

TRASH

The dumpster is located on the south side of the property along N Cockrell Street. Please note that the City of Alpine does not offer curbside recycling. However, if you would like to recycle, you can drop off cleaned items at the Hal Flanders Recycling Center.

305 Cemetery Rd
Wednesday-Saturday
9:00am to 4:50pm

LAUNDRY

The laundry is conveniently located in the closet of the main bedroom, making it easy to keep up with any washing needs during your stay. The closet is fully stocked with detergent, bleach, dryer sheets, and a steamer for your garments. Please be sure to clean out the lint in the dryer after each load to ensure proper functioning and safety.

HOUSE GUIDE

TEMPATURE

The thermostat is located in the dining room, to the left of the built-in hutch. The house is equipped with central AC and heating for your comfort. Additionally, there is a tower fan in the den, and each bedroom features ceiling fans controlled by the remotes mounted on the wall in their respective rooms.

TELEVISION AND SPEAKERS

The television is located in the den and is equipped with a Roku, allowing you to sign in and enjoy your favorite streaming services. Additionally, there is a wireless Bluetooth speaker on the credenza with the TV, perfect for playing your favorite music during your stay.

EXTRA SUPPLIES

You will find extra sheets beneath each bed, along with additional blankets and pillows in the bathroom closet. The bathroom is equipped with a blow dryer and extra soaps for your convenience. Extra cleaning supplies are available under the kitchen sink and in the bathroom closet.

BARBEQUE

The propane barbecue grill is located outside on the back side of the house. You'll find grilling utensils both under the pit and in the kitchen. Please remember to shut off the propane tank after each use for safety.

KITCHEN APPLIANCES

The microwave is located above the fridge, and to the right of the oven in the cabinet, you'll find a toaster oven and a drip coffee maker. On the counter, there's a Keurig coffee maker stocked with local Big Bend Roasters coffee pods for your enjoyment. If you can't find something you're looking for in the kitchen, please check the hutch in the dining room for extra kitchen ware.

TOILET

The toilet is equipped with a bidet, offering smart functionality for a more comfortable experience. The bidet remote is conveniently located next to the toilet paper, giving you full control of its features. For your convenience, detailed instructions are provided in the bathroom vanity.

SAFETY

For your safety, a fire extinguisher is located under the kitchen sink, and smoke and carbon monoxide detectors are installed throughout the house. In case of an emergency, there are three exits: the front door, the back door, and the side door.

NETWORK

1909 VAQUERO

EMERGENCY INFO

THE VAQUERO ADDRESS:

208 North Cockrell Street
Alpine, Texas 79830

HOSPITAL

Big Bend Regional Medical Center
432-837-3447
2600 N Hwy 118

COUNTY SHERIFF

Brewster County Sheriff
432-837-3488

POLICE & FIRE DEPARTMENT

Alpine Police and Fire
432-837-3486

POISON CONTROL

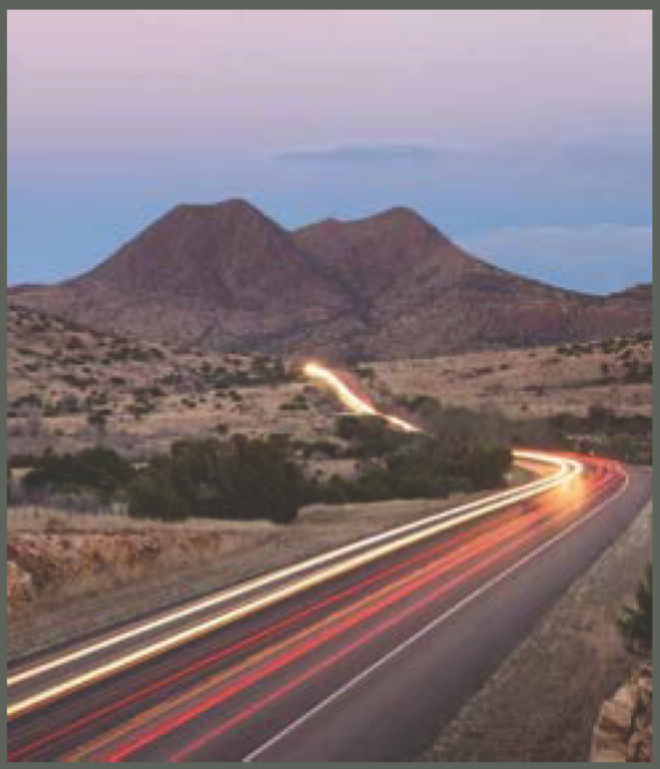
National Poison Control Center
1-800-222-1222

PROPERTY MANAGER

Alex Ponton
210-837-7976
alex@palomablancaenterprises.com

IN CASE OF EMERGENCY
CALL 911

ALPINE, TEXAS



Hancock Hill; Hancock Hill at "The Desk"
Downtown Alpine in front of Alcove Social; Twin Sisters

Local Alpine Attractions

things to do

Alpine offers a charming mix of attractions and dining options right in town. From delicious local restaurants to unique shops and cultural landmarks, enjoy the best of what Alpine has to offer. Explore our vibrant art scene, visit historic sites, and savor the best flavors of West Texas.

Alpine RESTURANTS

Reata Restaurant

A local favorite known for its legendary Texas cuisine, where every dish is a hit. Enjoy the full bar and charming outdoor patio for a true Lone Star dining experience.

203 N 5th St, Alpine, TX 79830
432-837-9232

Spicewood Restaurant and Bar

A casual eatery offering a mix of eclectic Western dishes and classic American favorites, complete with a full bar and a spacious patio for outdoor dining. Perfect for date night!

2612 W Hwy 90, Alpine, TX 79830
432-837-4227

Sazzon Bajamex Culinary

Offering a fresh take on Mexican cuisine. While the atmosphere may be simple, the incredible flavors and creative dishes more than make up for it—it's a must-try.

901 E Holland Ave, Alpine, TX 79830
432-538-7031

Magoo's Place

This Alpine staple serves up delicious Mexican and American dishes, perfect for breakfast and lunch. A local favorite known for its hearty meals and friendly atmosphere.

30905 E Avenue E, Alpine, TX 79830
432-837-9951

Line Thai Café

A cozy Thai café offering amazing dishes packed with flavor. Perfect for a casual meal, this spot also features a charming outdoor patio to enjoy your food al fresco.

9501 W Holland Ave, Alpine, TX 79830
432-295-1452

La Casita Restaurant

This local gem serves traditional Mexican food that truly captures the authentic flavors of the region. It's what Mexican food should taste like—fresh, flavorful, and made with love!

1104 E Avenue H, Alpine, TX 79830
432-837-2842

Amigo - Sports Bar & Restaurant

A family-friendly casual dining spot and sports bar in downtown Alpine, TX, offering great food, live entertainment, and a fun atmosphere perfect for all ages.

101 W Avenue E, Alpine, TX 79830
432-837-4012

Picnic Basket

This charming shop offers a little bit of everything! Enjoy fresh sandwiches, wraps, salads, and bento snack boxes, whether you're dining in or taking it to go.

403 S Walker St, Alpine, TX 79830
432-538-1770

Bread Garden Bakery

This bakery serves up ready-to-eat breakfast and lunch sandwiches, fresh salads, cakes, and other sweet treats. Enjoy your meal in the cozy dining area or grab it to go!

801 E Holland Ave, Alpine, TX 79830
432-244-7478

Jugo / Juice Bar

Fresh smoothies, juice, and smoothie bowls.

208 W Holland Ave, Alpine
432-386-0759

Smokehouse BBQ

Local BBQ that hits the spot!

W 1500 Hwy 90, Alpine
432-294-4091

Penny's Diner

24/hour American diner with great breakfast.

407 E Hwy 90, Alpine
432-837-5711

Sonic Drive-In

McDonald's

Subway

Pizza Hut

Little Ceasars Pizza

Dairy Queen

Alpine FOOD TRUCKS

Viva Cow Dog & Café / Dogg House BBQ

Trendy Alpine staple serving creative hot dogs, including vegan and vegetarian options, alongside coffee and BBQ.

215 E Holland Ave, Alpine, TX 79830
432-244-6610

Tri La Bite

This food truck serves up burgers, wraps, and more in a fun outdoor setting with cool rocks to check out —perfect for a casual bite!

605 E Holland Ave, Alpine, TX 79830
432-294-0236

Maria's Comida Mexicana

Homestyle Mexican food truck serving up flavorful dishes that will leave you craving more. A local favorite, it's the perfect spot for an authentic and satisfying meal!

307 W Ave E, Alpine, TX 79830
432-295-2763

El Changarrito Street Food

Bringing the bold flavors of Presidio, Texas, to Alpine, this food truck serves authentic Mexican cuisine that captures the true essence of border-town cooking.

300 S Cockrell St, Alpine, TX 79830
432-305-7667

ALPINE GRAB & GO EATS

Santana's Mexican Restaurant

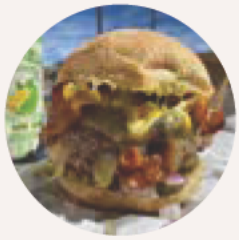
The best street style Mexican food in town, where every dish is packed with flavor and love. Don't miss their must-try corn in a cup! Outdoor seating available or take it to-go.

300 E Holland Ave, Alpine, TX 79830
432-294-2953

Alicia's Mexican Restaurant

A local favorite since 1968, this iconic spot serves up breakfast burritos, classic Mexican dishes, hamburgers, and more. Perfect for a quick and delicious meal, it's take-out only!

708 E Gallego Ave, Alpine, TX 79830
432-837-2802



Bock Burger Takeaway

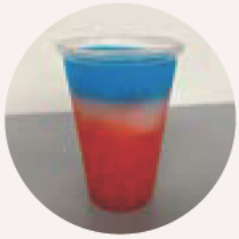
This quick and tasty spot serves up juicy burgers and gooey grilled cheeses, all made with fresh, local ingredients. A must-try for a casual and delicious meal!

1 E Ave E, Alpine, TX 79830
432-294-4580

Roux Alpine

Experience fresh, prepared goodness with grab-and-go items and weekly family meals. Don't miss their delicious weekly dinner specials—perfect for an easy, flavorful meal!

1005 W Ave E, Alpine, TX 79830
512-217-2437



Skelton's Runway

This drive-thru convenience store has it all—fresh burritos, hot coffee, and your favorite snacks made to order. Enjoy the outdoor hangout area, complete with seating and a games!

300 S Cockrell St, Alpine, TX 79830
432-295-1452

ALPINE BREAKFAST & COFFEE

Scoops Coffee and Pastries

Indulge in some homemade goodness at this local pastry shop, where freshly baked treats, rich coffee, and creamy ice cream come together in one cozy spot.

106 W Sul Ross Ave, Suite A, Alpine, TX 79830
432-837-4747

Baker's Dozen Donuts

Start your day at this beloved donut shop, where fresh, fluffy donuts meet savory kolaches for the perfect breakfast combo. Swing by for a quick bite or a box to share!

801 N 5th St, Alpine, TX 79830
432-837-5331

Vise Coffee

Located in the heart of town, this cozy coffee shop serves up fresh brews, a variety of teas, and a laid-back vibe. It's the perfect spot to sip and relax.

105 E Holland Ave, Alpine, TX 79830
432-538-4091

Cedar Coffee Supply

This modern, quaint coffee house invites you to sip, relax, and mingle with locals—or browse the connected bookstore for your next great read.

103 N 4th St, Alpine, TX 79830
cedarcoffeesupply.com

Joe Crow Coffee

This laid-back coffee food truck serves locally roasted coffee alongside a tasty kids' menu. Perfect for a relaxed stop and a delicious pick-me-up for the whole family!

305 W Ave E, Alpine, TX 79830
432-295-1529

ALPINE DRINKS & BARS

The Ritchey

A favorite local hangout with an incredible lineup of live music, this bar is the perfect spot to unwind and enjoy a cool desert evening!

102 E Murphy Ave, Alpine, TX 79830
theritchey.com

Railroad Blues

This Alpine staple is a no-frills bar that guarantees a good time with a laid-back atmosphere and pool tables for some friendly competition. Check online for their live music lineup!

504 W Holland Ave, Alpine, TX 79830
railroadblues.com

Amigo Sports Bar & Restaurant

A family-friendly sports bar and casual dining spot in downtown Alpine, TX, with great food, a full bar, live entertainment, and plenty of TVs to catch the game.

101 W Ave E, Alpine, TX 79830
432-837-4012

Alcove Social

Alcove Social offers a fun, inviting atmosphere with a wide variety of drinks, including cocktails, beer, wine, and mocktails. Don't miss their local events like Nerd Night and live music!

211 E Holland Ave, Alpine, TX 79830
432-294-5720

Spicewood Restaurant

This restaurant's bar captures the essence of West Texas—friendly and welcoming, with a full bar and a spacious patio for outdoor dining. Perfect for date night!

2612 W Hwy 90, Alpine, TX 79830
432-837-4227

ALPINE ATTRACTIONS

MUSEUM OF THE BIG BEND

Located on the campus of Sul Ross State University, the Museum of the Big Bend showcases the cultures and history of the region and the people who have called it home. With its new art wing additions, it's a perfect stop to learn about the area and see some amazing curated art.

ALPINE COWBOYS BASEBALL

Catch an Alpine Cowboys game at Kokernot Field, a vintage 1940's era stadium once called "The Best Little Ballpark in Texas" by Sports Illustrated. This stadium is a replication of Wrigley Field. The Cowboys take on the rest of the Pecos League from May through July.

ALPINE MURALS

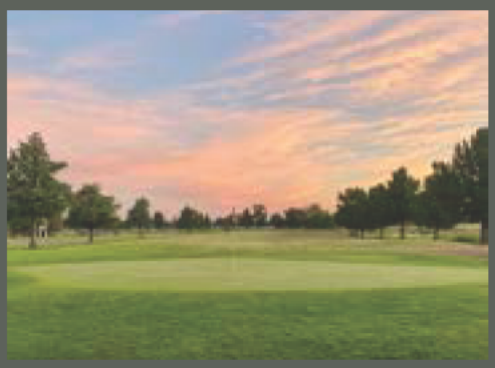
Alpine's stunning landscapes and vibrant wide-open sky have long inspired artists, some of whose work you can see in the form of colorful murals throughout the downtown area. Go for a stroll to see these paintings, each showcasing elements of local history and folklore.

HIKE HANCOCK HILL

For a breathtaking view of the desert valleys and mountains that surround Alpine, climb to the top of Hancock Hill. Follow the scenic hiking trail to the top and you'll encounter The Desk, an actual desk that three Sul Ross State University students hauled up in 1981. Have a seat and leave your name in the notebook to be a part of local lore.

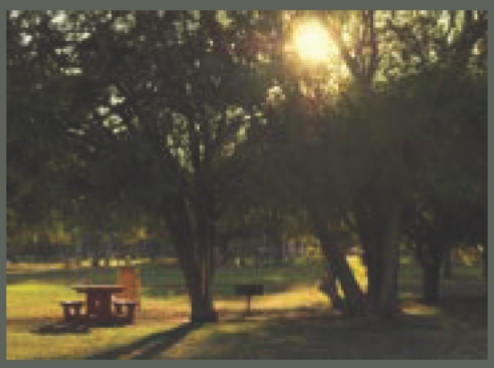
ALPINE FARMERS MARKET

Whether you are from Alpine or visiting, start your Saturday morning off by shopping local from 9am to noon at the Alpine Farmers Market. Located at the Alpine Visitor Center.



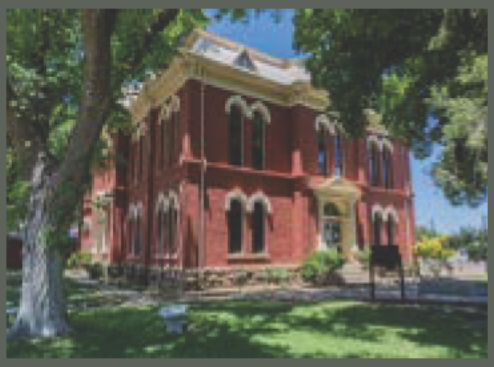
ALPINE GOLF COURSE

The Alpine Country Club is a charming 9-hole course that is routed around Kokernot Park. This short course dates back to the 1940s and is surely a stop to not miss.



KOKERNOT PARK

Kokernot Park is the largest multi-use park in Alpine. It is located on the cities northside. From skate parks to public pools, this park truly offers something for everyone, even your 4-legged friends!

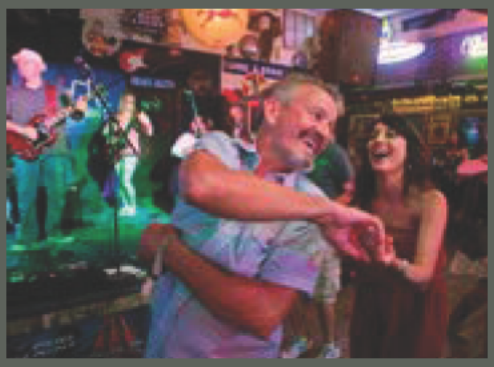


HISTORIC WALKING TOUR

Get an up-close look at more than 40 of Alpine's historic buildings on this walking tour of the downtown area. Step into the past as you wander past homes and churches built in the late 1800's, as well as storefronts constructed in the early 20th century.

SUL ROSS STATE UNIVERISTY

Take a stroll through Sul Ross State University, home to one of the prettiest small campuses in Texas. Founded in 1917, the university is where you'll find the Museum of the Big Bend.



LOCAL FESTIVALS

There are festivals throughout the year that are a must see. The Lone Star Cowboy Poetry Gathering, Alpine Gem & Mineral Show, Cinco de Mayo, Spirits of the West Fest, Viva Big Bend Music Festival, 4th of July Celebrations, The Trappings of Texas, Alpine's Artwork, Big Bend Ranch Rodeo, and more!

Alpine SHOPPING

Big Bend Saddlery

A must-visit shop! Find custom leather gear, jewelry, knives, and the perfect hat all in one place.

2701 US 90
Alpine, TX 79830

Cheshire Cat

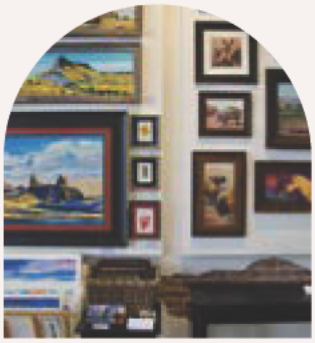
Western artifacts, vintage jewelry and collectibles, as well as antiques and imported furniture.

301 E. Avenue E
Alpine, TX 79830

Javelinas on 5th & Holland

A charming boutique, home, and gift shop located in the heart of Big Bend Country, offering unique finds.

101 W Holland Ave
Alpine, TX 79830



Big Bend Arts Council

Support local artists at this co-op art gallery, which truly showcases Alpine's finest artistic talent.

121 W Holland Ave
Alpine, TX 79830

Front Street Books

A true gem of Alpine, this bookstore has something for everyone. Be sure to shop local!

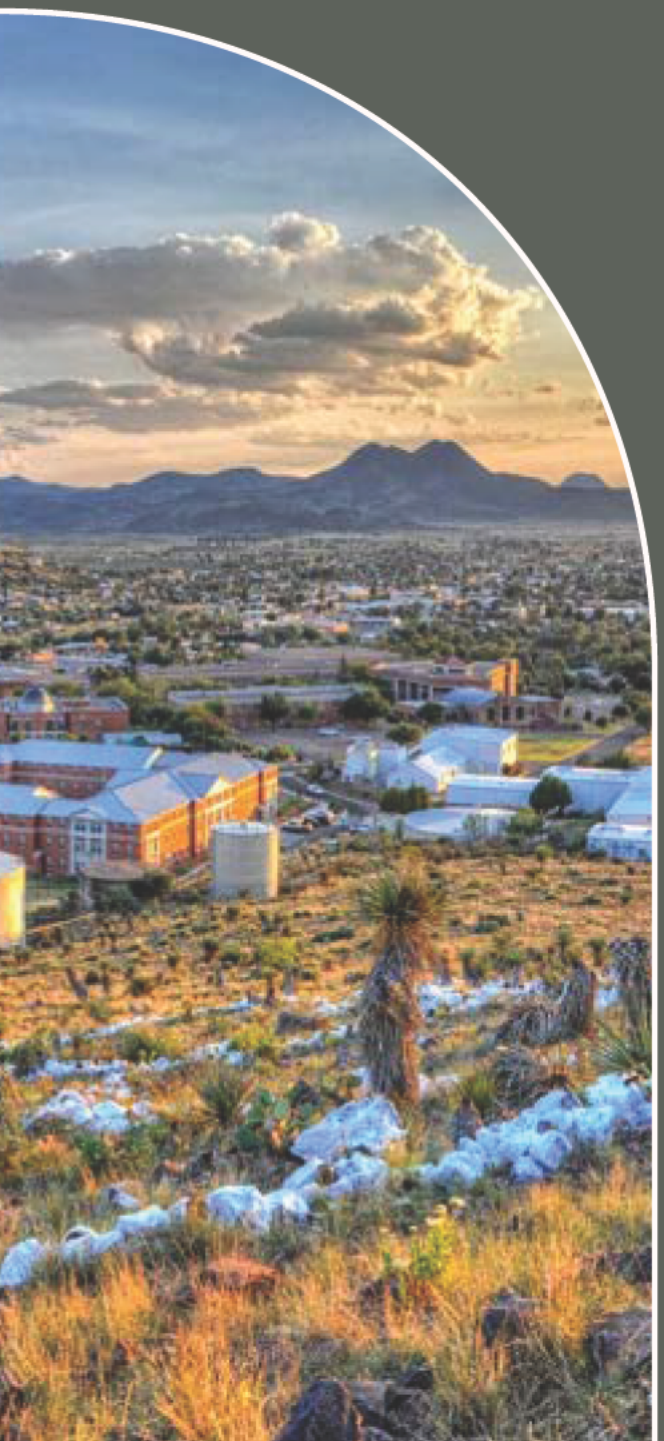
121 E Holland Ave
Alpine, TX 79830

5th Street Gallery

This gallery showcases the finest art and curated treasures from the Big Bend region and beyond!

118 N 5th St
Alpine, TX 79830

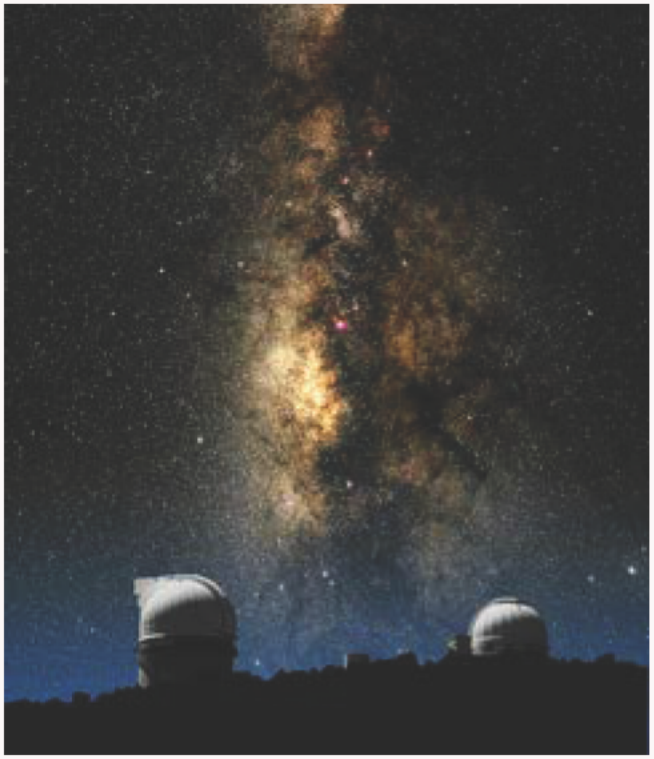
# of note



West Texas moves at a slower pace than most regions, and locals take pride in the natural beauty that surrounds them daily. Here, feeling rushed isn't a concern—it's part of what makes this area so special. So, take a moment to stop and admire the mountains, savor an extra coffee after dinner, and embrace the unhurried lifestyle. Slow down, breathe, and let the quiet mountains inspire you.

That said, business hours for many establishments can vary, so it's always a good idea to call ahead or check online before heading out.

THE BIG BEND REGION



Big Bend Ranch State Park; McDonald Observatory;
Prada Marfa; Big Bend National Park

Big Bend Region Attractions

things to do

For those ready to venture beyond Alpine, the greater Big Bend region is a playground of natural beauty and adventure. From the breathtaking landscapes of Big Bend National Park to the quirky charm of nearby towns like Marfa and Terlingua, there's no shortage of sights to see and trails to explore. Pair your outdoor adventures with unforgettable meals at hidden gems scattered throughout the region. Here are some of our favorite spots!

BIG BEND ATTRACTIONS

Big Bend National Park

Big Bend National Park is a breathtaking natural wonder, offering stunning landscapes, diverse wildlife, and unparalleled outdoor adventure. From dramatic desert vistas to towering mountains and the winding Rio Grande, this vast park is a must-visit for nature lovers and adventure seekers.

McDonald Observatory

A must-see for stargazing enthusiasts, the McDonald Observatory near Fort Davis offers some of the darkest skies in the continental U.S. With breathtaking views of the Milky Way and other celestial wonders, it's the perfect place to explore the cosmos and experience the beauty of the night sky.

The Chinati Foundation

A must-visit for art lovers, the Chinati Foundation in Marfa, Texas, showcases the bold vision of artist Donald Judd. Known for its large-scale installations and iconic boxes, this contemporary art museum offers a unique blend of art, space, and landscape that has made Marfa a cultural destination.

Pinto Canyon Road

Pinto Canyon Road offers one of the most scenic drives in West Texas, winding through rugged terrain and breathtaking views of the surrounding desert and mountains. This remote route is perfect for those seeking a quiet escape and a true sense of the Big Bend region's raw beauty.

Big Bend Ranch State Park

Big Bend Ranch State Park offers an unforgettable experience with its rugged landscapes and stunning desert vistas. This remote park is perfect for outdoor enthusiasts, offering hiking, biking, and horseback riding trails, as well as opportunities to explore the history and wildlife of the Big Bend region.

Big Bend Eats

These are our most recommended restaurants within the Big Bend Region and Tri-County area. Enjoy!

12 GAGE RESTAURANT

Part of the historic Gage Hotel, this American restaurant offers a menu of locally sourced specialties, showcasing the flavors of the region.

102 NW 1st St, Hwy 90 W
Marathon, TX 79842

COCHINEAL

A James Beard semi-finalist, this restaurant harvests seasonal produce from its own gardens and supports regional farms and ranches.

107 W San Antonio St
Marfa, TX 79843

STARLIGHT THEATER

World-famous since 1991, this former movie theater turned eatery, this spot serves eclectic Texas eats with live music and vibrant, funky decor.

631 Ivey Rd
Terlingua, TX 79852

BLUE MOUNTAIN GRILL

A part of the historic Hotel Limpia, this restaurant offers a true taste of West Texas with scratch-made dishes in a charming, timeless setting.

109 State St
Fort Davis, TX 79734

CANDELILLA CAFÉ

Located at the Lajitas Golf Resort, this gem serves amazing steaks and boasts an extensive wine list—reservations recommended!

21701 FM 170 - Lajitas Golf Resort
Terlingua, TX 79852

MARGARET'S IN MARFA

A warm and cozy spot with an extensive beer and wine list, offering flavorful tapas-style plates and hearty, Italian-inspired entrées.

103 Highland St
Marfa, TX 79843

Contact Us

cathedralmountainvineyard.com
info@cathedralmountainvineyard.com

Where to Purchase

Our wines are available for purchase at Big Bend Saddlery in Alpine, TX, and through our website.

As a special thank-you to our guests, we're delighted to offer a discount on your wine order during your stay. Simply place an order online and select local delivery to The Vaquero—we'll personally deliver it to the front porch free of charge. Don't forget to use the discount code at checkout!

Discount Code: The Vaquero
10% Off Your Entire Purchase

for more information
please visit our website

Cathedral Mountain
VINEYARD

Take the time to savor our locally crafted and grown wine. With the iconic backdrop of Cathedral Mountain, our 10-acre estate vineyard sits at a breathtaking elevation of 4,900 feet. Planted on a steep west-facing hillside, the vines thrive in volcanic soils and high elevation, which balance the desert heat for perfectly ripened grapes. Each bottle reflects the passion and care we pour into our wines. Uncork a bottle of Cathedral Mountain Vineyard wine and raise a toast to the Big Bend Region, where the arid desert landscape inspires every sip. We hope you enjoy your time in West Texas and can take home a slice of the Chihuahuan Desert.

Your Hosts,
Jenny and Will

CALAMITY CREEK
CATTLE COMPANY
VERIFIED NATURAL BEEF

Enjoy the exceptional flavors of our locally raised Verified Natural Beef from Calamity Creek Cattle Company. Nestled in the rugged Highland Chihuahuan Desert of West Texas, our family-owned operation raises Red Angus cattle with care, sustainability, and respect for the land. Naturally born and raised on ranch country in Brewster and Presidio Counties and finished in top-tier facilities, every step is third-party verified to ensure unparalleled quality. We hope you can experience the true taste of West Texas heritage and the spirit of the Chihuahuan Desert with every bite of our local premium beef.

Your Hosts,
Jenny and Will

Contact Us

calamitycreekcattleco.com
orders@calamitycreekcattleco.com

Where to Purchase

Our Verified Natural Beef is available for purchase through our website.

As a special thank-you to our guests, we're delighted to offer a discount on your beef order during your stay. Simply place an order online and include a note in the additional order information section requesting local delivery to The Vaquero—we'll deliver it directly to the front porch at no extra charge. The discount will be automatically applied to all deliveries to The Vaquero, and an invoice will be emailed to you after delivery. Enjoy 10% off your entire purchase!

for more information
please visit our website

Our Favorite Spots

If you have any questions or would like personalized recommendations for hikes or travel plans, feel free to reach out to our property manager. We are happy to help ensure your stay is as enjoyable and seamless as possible!

PROPERTY MANAGER

Alex Ponton

Balmorhea State Park, Balmorhea, TX;
Big Bend National Park South Rim trail overlooking the Chisos Mountains;
Post Park, Marathon, TX

Thank you!

We hope you enjoyed
your stay at The Vaquero!

Jenny & Will

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 9A
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Update from the Alpine Country Club. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

None

SUPPORTING MATERIALS

1. ACC Meeting July

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

Message from the Board of Directors, Alpine Country Club
Alpine City Council Meeting — July 15, 2025

- The Alpine Country Club Board of Directors thanks the City Council for your dedication to our community.
- Tournament season is officially underway at Alpine Country Club.
- Our two signature events, the Couples Tournament and the Legends Tournament, have brought players, families, and visitors to Alpine, providing a positive boost to our local economy. This is data we are beginning to track.
- Preparation for daily play of our members and guests, along with tournament operations, keeps the club extremely busy during this time of year — and thanks to the rain we've received recently, the course is looking better than ever.
- We are proud to be active members of the Alpine community and always willing to support local efforts.
- This summer, we've hosted a 4th of July community gathering at the club for our members and guests to celebrate together.
- We partnered with the 12U Travel Softball Team, hosting a scramble fundraiser to support their season.
- The majority of other tournaments held at Alpine Country Club throughout the summer serve as fundraisers for important local organizations, including:
    - Sul Ross Exes Association
    - Lions Club
    - And other community groups working to benefit Alpine.
- We look forward to continuing our work together to help make the Alpine Country Club an even more important part of this community. Our focus at ACC is to promote recreation, tourism, and quality of life for all members and visitors.

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 9B
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Alpine Volunteer Fire Department Update from Chief James Etchison. (G. Calderon, Interim 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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 9C
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Update from Emergent Air. (G. Calderon, Interim 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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 10A
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Discussion regarding a possible facility in Alpine for Permian Basin Drug and Alcohol Testing. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Permian Basin Drug & Alcohol Testing is currently evaluating potential locations to expand its operations in West Texas, with the cities of Marfa and Alpine identified as top contenders. As part of their site selection process, the company has requested the opportunity to present to the Alpine City Council.

The services provided by Permian Basin Drug & Alcohol Testing would offer notable advantages to the City, including cost-effective drug screening and the elimination of travel currently required for gas department personnel to undergo testing in Fort Stockton. In addition to benefiting City operations, the presence of such a facility in Alpine would serve as a valuable resource for other local and regional organizations seeking convenient and reliable drug and alcohol testing services.

SUPPORTING MATERIALS

1. PBDA - Sales Booklet
2. REV PRICE SHEET 2023

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

Permian Basin Drug & Alcohol Testing

Serving the Permian Basin since May 2011

Drug & Alcohol Testing

We offer a wide range of drug and alcohol testing services to fit your needs.

BREATH ALCOHOL

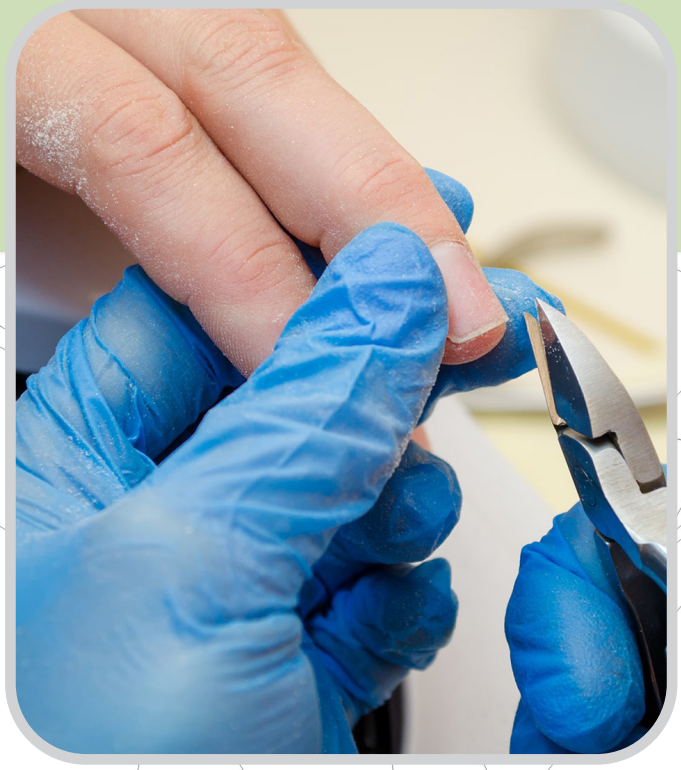
A breath alcohol test or what is more commonly known as a breathalyzer is used to detect how much alcohol is on a person's breath. The BRAC of an individual is determined by the alcohol content that is exhaled.

URINE DRUG

A test that is collected and sent off to a lab for analysis of substances from a selected panel; DOT uses a standard 5 panel, while Non-DOT can be customized to fit your customer's needs.

ETG TESTING

A urine sample test that detects the presence of ethyl glucuronide when someone has consumed alcohol.



HAIR FOLLICLE & NAIL TESTING

Hair and nail testing serves as one of the best deterrents to drug usage in the workplace.

INSTANT TESTS

Instant tests are a quick and easy tool to use if you need results immediately. Instant tests can be purchased for office or at-home test.

MOBILE TESTING TRAILER

Our mobile unit can assist with drug and alcohol testing, as well as, audio and fit testing on the go. We make it convenient to go wherever you need us to be.

OUTSIDE COLLECTIONS

We help our customers locate facilities, throughout the United States, that are outside of our service areas for fast and convenient testing.

SAP/FOLLOW-UP PROGRAMS

Substance and abuse programs are provided to help get our clients back on track and to stay compliant with DOT. We can help find a counselor and create your follow up program to begin the process of returning to duty. We also notify the drug & alcohol clearing house with your information and records.

JOB FAIRS

On-site testing can be administered at your company's job fairs or performed anywhere you need it.

MARKETPLACE

PBDA helps facilitate drug testing with many third-party administrators such as Disa, Form Fox, and Pipeline Testing Consortium.

Medical

We understand the importance of being a well-rounded clinic that can provide services for our customers and their convenience.

FIT TESTING

We offer both qualitative and quantitative fit testing. We also have a wide variety of masks. (3M full and half face, Scott AV 2000 and 3000, Drager Nova, and MSA)

PHYSICALS

FMCSA DOT physicals, Non-DOT company required physicals and school required physicals. We can make sure your employees or students are in good health

PULMONARY FUNCTION TESTING

This is a good way to evaluate the health of an employee before a fit test is approved according to OSHA's 3415 - 2011 and 3418 - 2011 standards.

AUDIOMETRY

Evaluate your employees hearing during their pre-employment test and re-evaluate them annually.

Other Services

- Flu Shots
- COVID-19 Testing
- Tuberculosis Testing
- DNA Testing

Compliance

DOT STANDARDS

DOT establishes certain standards that must be met by every commercial motor carrier. These requirements are regularly monitored and violation of any one of them can have serious consequences. We offer a number of compliance services to ensure that you maintain your companies compliance.

TPS ALERT/NMCS

We have the staff to help you keep your company in good standing. We are able to maintain the records and documents needed to ensure that your company is always in compliance.

DRUG & ALCOHOL CLEARING HOUSE

An online database that gives employers and government agencies real-time access to information of CDL driver drug and alcohol program violations. We can help you register your company and your drivers.

DRIVER QUALIFICATION FILE

Our trained staff works with companies and individuals to help create the file of records and documents that meet the safety, medical, and qualifications necessary to operate a commercial motor vehicle.

Safety

OVERALL SAFETY
In addition to the drug testing and medical services that we offer, we also offer several safety courses with in-house instructors. Our certified instructors help to ensure that your company is in compliance with DOT and industry safety requirements. Classes are offered in both English and Spanish.

SAFETY POLICIES/MANUALS
Our instructors are capable of creating a set of rules and procedures instructing employees on how to safely conduct themselves in work environments to specifically fit your needs.

SAFETY MEETINGS
From tail gate meetings to block training, we have a wide range of training classes available.

REASONABLE SUSPICION
FMCSA requires supervisors to have reasonable suspicion training. This is crucial to make sure all your employees are safe from anyone under the influence.

ON-SITE TRAINING
Our company believes in making it convenient for our customer. We can go anywhere you need us, whether it be on location, in your conference room, or any facility of your choice.

FMCSA

H2S TRAINING
H2S training is vital to have in the oil and gas industry. Make sure your employees are up to date and are well informed on this topic.

MEDIC FIRST-AID/CPR
Studies have shown, that having first aid and CPR training can greatly increase the chances of saving a life. Schedule your class today!

BLOODBORNE PATHOGENS
When emergency occurs, good housekeeping is key to prevent bloodborne pathogens.

Inventory

Coveralls

At Home Instant Tests

3M Half Face

3M Full Face

Scott AV 3000

Quad Gas Monitor with Pump and Without Pump

3M Half Respirator

3M Organic Filter

3M Parachute Filter

H2S Monitor

Hard Hats

Safety Gloves

Safety Glasses

Permian Basin Drug & Alcohol Testing

Permian Basin Drug and Alcohol Testing is your premier site for all your company's needs.

We are a locally owned and operated facility.

Our Mission is to provide the best quality service to the Permian Basin.

We pride ourselves in being a one stop shop for compliance, safety, and medical needs.

Visit us at:

www.permianbasindrug.com

Contact us to schedule an appointment today!

(432) 332-5700

Corporate Office
Odessa
1560 W I-20 N
Odessa, TX
79763

Midland
606 Kent St.
Midland, TX
79705

Abilene
24542 Loop 322
Abilene, TX
79602

Seminole
1305 Hobbs Hwy
Seminole, TX
79360

Permian Basin Drug & Alcohol Testing

DRUG TESTING	PRICE
DOT-DRUG-MRO	$55.00
DOT/NON-DOT ALCOHOL	$35.00
DOT/NON-DOT DRUG COLLECTION	$25.00
SPECIAL PANELS AVAILABLE, INCLUDING FENTANYL. CALL FOR PRICING.	
NON-DOT DRUG-MRO	$50.00
10-PANEL INSTANT TEST	$35.00
ETG-ALCOHOL IN URINE	$50.00
HAIR COLLECTION	$45.00
HAIR TEST	$125.00
DNA TEST	$320.00
K-2 TESTING LAB	$75.00
MEDICAL	**PRICE**
DOT- NON-DOT PHYSICAL	$105.00
AGILITY TEST	$90.00
AUDIOMETRY TESTING	$40.00
LUMBAR SPINE X-RAY 4 VIEW	$150.00
B-READER X-RAY	$150.00
TB TEST	$30.00
ISHIHARA COLOR TEST	$25.00
COVID-19 INSTANT TEST	$40.00
COVID TEST (SALIVA) PCR	$145.00
FIT TESTING	**PRICE**
FIT TEST W/ MEDICAL QUSTIONNAIRE	$50.00
ADDITIONAL MASK	$25.00
PULMONARY TESTING	$30.00
INVENTORY	**PRICE**
3M HALF RESPIRATOR	$25.00
3M ORGANIC FILTER (6100)	CALL FOR PRICE
3M PARACHUTE FILTER	CALL FOR PRICE
H2S MONITOR	$120.00
WHITE HARD HAT (PLAIN)	$25.00
COLORED HARD HAT W/OR WITHOUT GRAPHIC	$33.00
SAFETY GLOVES	CALL FOR PRICE
SAFETY GLASSES	CALL FOR PIRCE
ADDITIONAL SAFETY PRODUCTS IN STOCK. CALL OR COME IN TO VIEW INVENTORY.	

BACKGROUND CHECKS & MVR	PRICE
BACKGROUND	$35.00
DOMESTIC WATCH LIST BACKGROUND CHECK	$45.00
FEDERAL/EXTENDED GLOBAL BACKGROUND	$52.00
MVR	$35.00
TRAVEL	**PRICE**
MILEAGE FOR ABOVE TEST (PER MILE)	$1.50
HOURLY CALL OUT FEE (PER HOUR)	$50.00
MOBILE TESTING TRAILER	$50.00
MOBILE TESTING TRAILER (PER MILE)	$4.00
COMPLIANCE	**PRICE**
DQ FILE SET UP	$65.00
DOT DRUG AND ALCOHOL POLICY	$250.00
DOT AUDIT (PER HOUR)	$65.00
COMPLIANCE (PER HOUR) TPS ALERT/NCMS/ISN	$65.00
MAINTENANCE FILE	$65.00
CLEARINGHOUSE COMPANY SET UP	$75.00
CLEARINGHOUSE EMPLOYMENT SET UP	$25.00
DOT CLEARINGHOUSE QUERY	$3.00
SAFETY	**PRICE**
MONTHLY SAFETY MEETING	$275.00
BASIC ORIENTATION PIPELINE	$220.00
SAFELAND TRAINING	$200.00
SAFELAND REFRESHER	$160.00
SAFELAND REPLACEMENT CARD	$75.00
H2S CLEAR (PEC)	$180.00
H2S TRAINING	$65.00
CPR/MEDIC FIRST AID TRAINING	$125.00
ACCIDENT INVESTIGATION (PER HOUR)	$65.00
BASIC ORIENTATION PER TOPIC	$55.00
BASIN UNTIED/RIG PASS	CALL FOR PRICE
ORIENTATIONS- OXY, PIONEER, CIMAREX,ENCANA	$65.00
DOT ALCOHOL COLLECTION CERTIFICATION	$550.00
DOT DRUG COLLECTION CERTIFICATION	$550.00
REASONABLE SUSPICION TRAINING	$125.00
ALCOHOL EQUIPMENT CALIBRATION	$25.00
BUMP TEST-SINGLE GAS MONITOR	$8.00
BUMP TEST-MULTI GAS MONITOR	$13.00

ODESSA LOCATION
1560 W I-20 N SER RD
ODESSA, TX 79763
(432) 332-5700

MIDLAND LOCATION
606 KENT AVE
MIDLAND, TX 79701
(432) 203-3212

ABILENE LOCATION
4542 LOOP 322
ABILENE , TX 79602
(325)399-9248

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 10B
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Discussion regarding the City's outdoor lighting ordinance, also known as dark sky ordinance, and discussion of next steps regarding implementation, communications, and enforcement of the ordinance once the enforcement grace period ends in 2026. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

In July 2021, the City of Alpine adopted an outdoor lighting ordinance, commonly referred to as the "Dark Sky Ordinance," aimed at preserving the region's night sky by regulating exterior lighting. The ordinance included a five-year grandfathering period for existing non-compliant fixtures, which is set to expire on July 6, 2026. Upon expiration, all exterior lighting within city limits will be required to comply with the ordinance's standards.

This discussion item has been scheduled to inform and engage the City Council regarding the ordinance's upcoming enforcement phase and to initiate planning for implementation, communications, and compliance strategies. City staff, including the Building Official and Tourism Director, along with Stephen Hummel of the McDonald Observatory, have coordinated on recommended outreach strategies. These include updated public education materials, renewed utility bill inserts, newspaper notices, and direct support to commercial and industrial property owners—identified as the primary areas still in need of compliance.

The discussion will also provide an opportunity to gather Council input on additional steps and potential resource needs to ensure successful and equitable enforcement of the ordinance once the grace period concludes.

SUPPORTING MATERIALS

1. Acceptable Unacceptable Lights_v5
2. Responsible Outdoor Lighting Graphic_V4

BUDGET CONSIDERATIONS

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

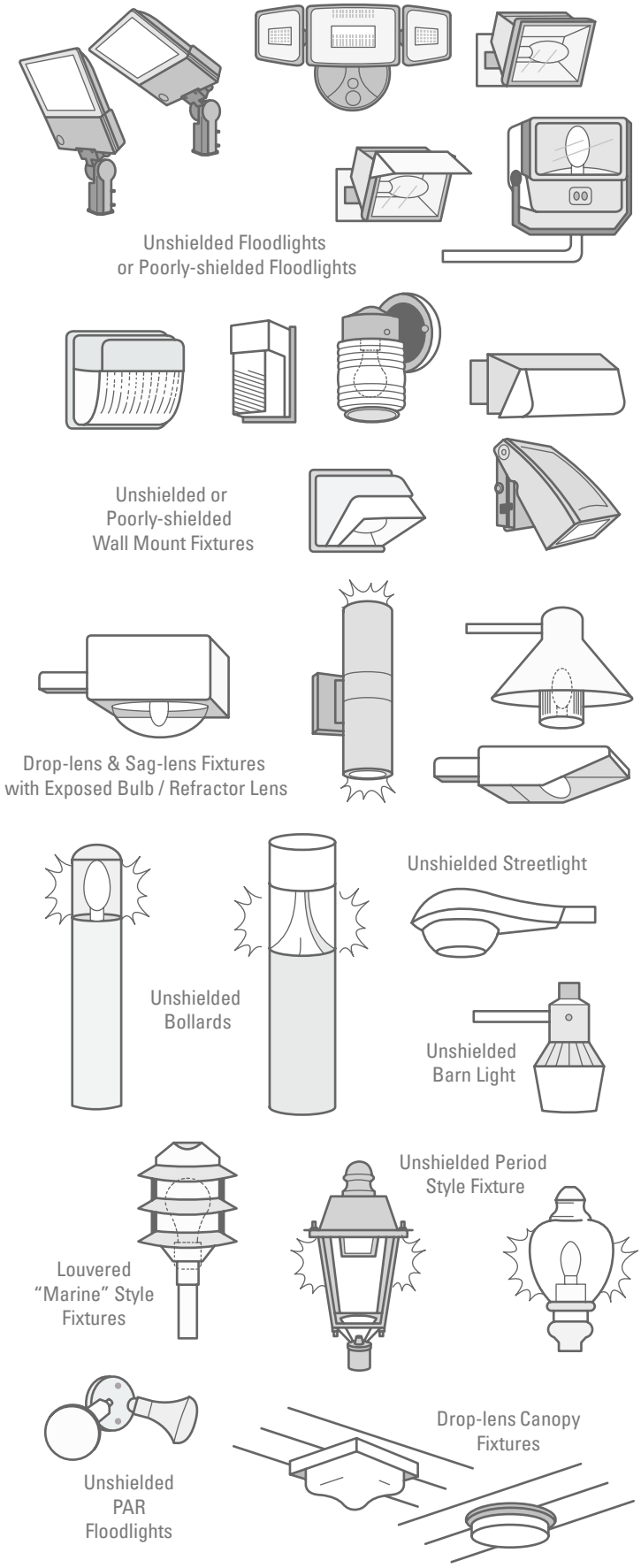
APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary

Approved - 7/7/2025
Final Approval - 7/7/2025

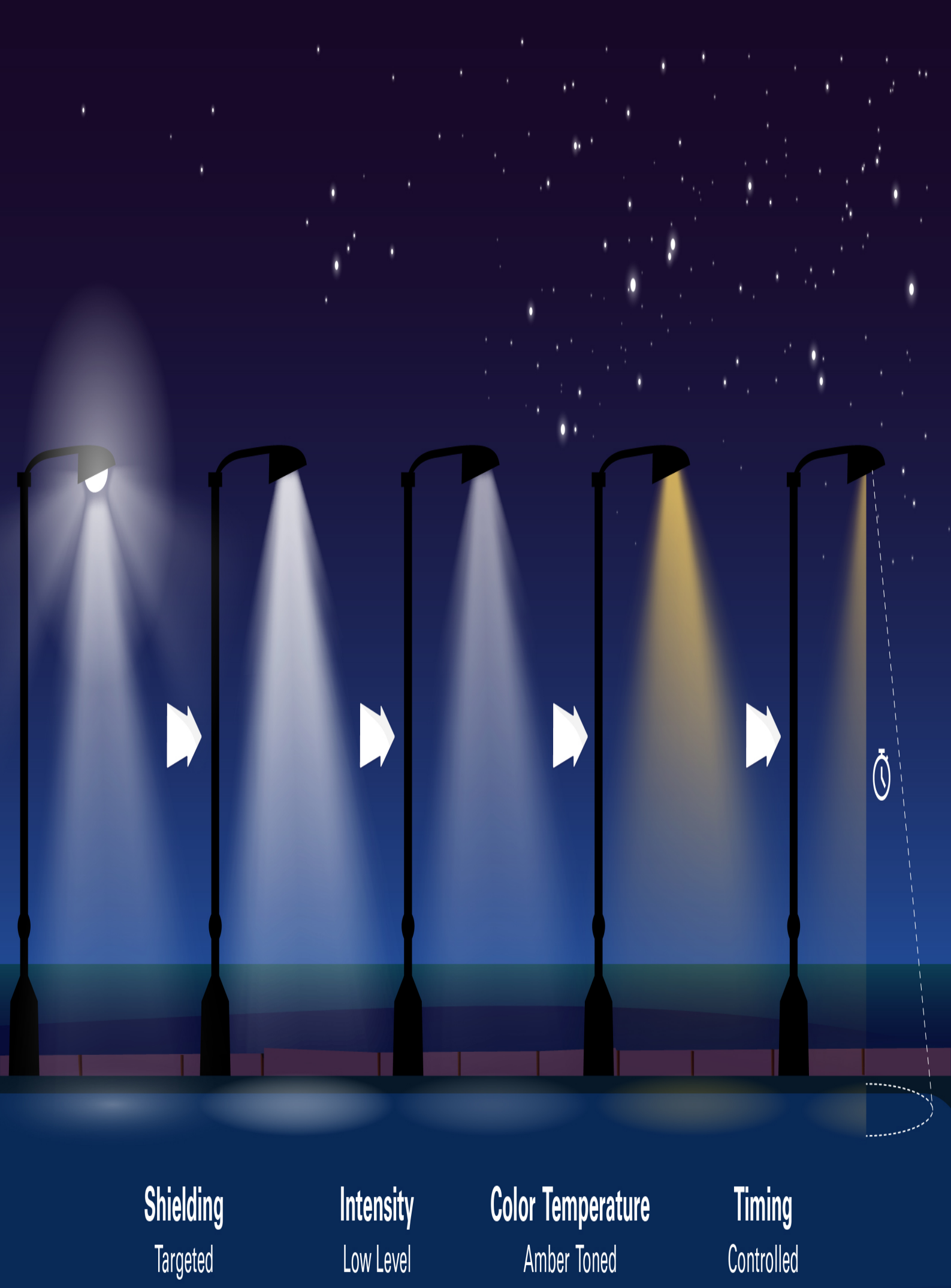
UNACCEPTABLE / NOT COMPLIANT

Fixtures that produce glare and light trespass



ACCEPTABLE / COMPLIANT

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night


Shielding
Targeted
Intensity
Low Level
Color Temperature
Amber Toned
Timing
Controlled

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 10C
Department: City Council
Sponsor: Robert Ruckes, Councilor
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Discussion regarding the establishment of a burn house on City property located near the Waste Water Treatment Plant for the Alpine Volunteer Fire Department to use to practice controlled burns. (R. Rückes, City Council)

EXECUTIVE SUMMARY

Councilor Rückes has requested this agenda item to initiate a discussion regarding the potential use of City-owned property near the Wastewater Treatment Plant for the establishment of a burn house facility. Preliminary conversations indicate that the site was previously used for similar training purposes.

Reestablishing a burn house at this location would require site preparation, including the removal of accumulated debris and implementation of xeriscaping measures designed to help contain training fires within a controlled area and prevent unintended spread.

Fire Chief James Etchison and Brewster County Judge Greg Henington have expressed support for the project, recognizing the value it could bring to training efforts for the Alpine Volunteer Fire Department.

This discussion item is intended to explore the feasibility of the proposal, identify any logistical or regulatory concerns, and engage the Council in a collaborative dialogue on whether to pursue this potential partnership to enhance local fire training capabilities.

SUPPORTING MATERIALS

1. Proposed Burn House
2. 1
3. 2
4. 3
5. 4
6. 5
7. 6
8. 7
9. 8
10. 9

11. 10
12. 11
13. 12
14. 13
15. 14
16. 15
17. 16
18. 17
19. 18
20. 19
21. 20
22. 21
23. 22
24. 23
25. 24
26. 25
27. 26
28. 27
29. 28
30. 29
31. 30
32. 31

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

Proposed Burn House

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 10D
Department: City Council
Sponsor: Lucy Escovedo, Councilor
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Discussion regarding the pay rate for seasonal pool employees and the necessity to alter the pay rates. (L. Escovedo, City Council)

EXECUTIVE SUMMARY

Councilor Escovedo has requested this agenda item to initiate a discussion on the current pay rates for the City's seasonal pool employees and whether adjustments are needed to remain competitive with other employers in the region.

The current pay structure for pool staff is as follows:

- **Lifeguard (1st Year):** $10/hour
- **Lifeguard (2nd Year):** $11/hour
- **Lifeguard (3rd Year):** $12/hour
- **Lifeguard Manager:** $13/hour

According to Sul Ross State University's Director of Human Resources, Karlin Devoll, the University pays its seasonal pool employees $12 per hour. The previous City Manager expressed intent to increase the City's pool wages by $1 per hour but was unable to implement the change prior to her departure.

As the current pool season is nearing its end, City Administration recommends maintaining the existing pay rates for the remainder of the season. However, staff is supportive of Council exploring a compensation adjustment plan for next season if an increase is deemed appropriate.

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 10E
Department: Office of the City Manager
Sponsor:
Memo Prepared By: Agenda Managers: please remove this text and enter the name and title of the individual creating the memo/item report PRIOR to producing the memo/item report so that it can be populated into the document automatically.
Staff Recommendation:

AGENDA ITEM

Updated 2025-2026 Budget and Tax Rate Adoption Calendar. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

SUPPORTING MATERIALS

None

BUDGET CONSIDERATIONS

Expenditure Required:
Savings Anticipation:
Current Budget FY2024-2025:
Additional Funding:

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 11A
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: Approve

AGENDA ITEM

Approve the second and final reading of Ordinance 2025-07-01, an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Establishing proposed updates to include amendments to general zoning regulations, land use, acceptable uses, unacceptable uses, minimum standards, processes, permits, and general zoning issues in the city; Repealing Chapter 78 – Signs; Establishing a new section in Appendix C – Zoning, providing for the regulation of signs within the corporate city limits of Alpine; Providing the establishment of up to a $2,000 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. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

The attached ordinance, Ordinance 2025-07-01, is presented for City Council consideration and approval. This ordinance proposes a comprehensive update to Appendix C – Zoning of the Alpine Code of Ordinances and includes the repeal of Chapter 78 – Signs, consolidating sign regulations under the zoning ordinance framework. These amendments reflect the recommendations of the Planning & Zoning Commission following a public review process, including a duly noticed public hearing.

Key updates include:

- Revised and clarified general zoning regulations;
- An updated land use table and zoning matrix for acceptable and prohibited uses;
- Strengthened standards for nonconforming uses and structures;
- Modernized requirements for building permits and certificates of occupancy;
- Clearer provisions for accessory buildings, including Conex containers;
- Codification of sign regulations, enhancing compliance and enforcement;
- Creation and procedural framework of the Building and Standards Commission;

- Updated definitions to align with best practices and statutory references.

This ordinance was first presented for Council review and discussion at the July 1, 2025 City Council meeting. Ahead of that meeting, the City Attorney provided feedback recommending two significant amendments:

1. Increasing the penalty for zoning violations from $500 to $2,000, in alignment with the maximum allowed under state law; and

2. Updating provisions related to no-impact home-based businesses to ensure compliance with House Bill 2464, recently adopted by the Texas Legislature.

Following this guidance, Councilor Rückes worked in collaboration with Building Official Jessica Isley, Interim City Manager Geo Calderon, and Records Clerk Alex Tackett to incorporate the recommended changes into the ordinance. The revised version is now presented for second and final reading at the July 15, 2025 City Council meeting.

Benefits of Adopting the Updated Ordinance
Adopting this ordinance will ensure the City of Alpine's zoning regulations are consistent, enforceable, and responsive to current community needs. Key benefits include:

- **Legal clarity and modernization**: Updates reflect current state law and eliminate outdated or ambiguous provisions, reducing the risk of legal challenges.

- **Improved efficiency in permitting and enforcement**: Clearer processes for permit issuance, zoning compliance, and handling of nonconforming uses improve staff efficiency and customer service.

- **Enhanced public transparency and accessibility**: Codifying sign regulations and building standards into Appendix C ensures easier reference and consistency for applicants and residents.

- **Better planning and development standards**: Updated provisions support orderly growth and preserve neighborhood character, promoting long-term community health, safety, and welfare.

- **Streamlined administration**: Consolidating overlapping provisions and establishing uniform procedures aligns with best practices and reduces redundancy.

Updating the City's zoning ordinance is a critical step in maintaining accurate and enforceable land use regulations that reflect Alpine's goals for development, preservation, and community

character. Approval of this ordinance will allow staff to proceed with codification and public outreach on the updated standards.

SUPPORTING MATERIALS

1. Ordinance 2025-07-01 Zoning & Sign Regulations

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 - 7/8/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/8/2025

STATE OF TEXAS COUNTY OF BREWSTER

CITY OF ALPINE

ORDINANCE 2025-07-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING APPENDIX C – ZONING TO THE ALPINE CODE OF ORDINANCES; ESTABLISHING PROPOSED UPDATES TO INCLUDE AMENDMENTS TO GENERAL ZONING REGULATIONS, LAND USE, ACCEPTABLE USES, UNACCEPTABLE USES, MINIMUM STANDARDS, PROCESSES, PERMITS, AND GENERAL ZONING ISSUES IN THE CITY; REPEALING CHAPTER 78 – SIGNS; ESTABLISHING A NEW SECTION IN APPENDIX C – ZONING, PROVIDING FOR THE REGULATION OF SIGNS WITHIN THE CORPORATE CITY LIMITS OF ALPINE; PROVIDING THE ESTABLISHMENT OF UP TO A $2,000 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. 445, Ordinance 2024-02-02, Ordinance No. 2024-05-04, Ordinance No. 2024-08-01, Ordinance No. 2023-12-02, Ordinance No. 2016-08-02, Ordinance No. 2016-10-03, 2015-16-02A which implemented updates to general zoning regulations; and

WHEREAS, the Planning & Zoning Commission is composed of community members who advise the City Council on policy decisions that affect the health, safety, and character of the City through comprehensive zoning regulations; and

WHEREAS, the Planning & Zoning Commission has recommended amendments to the City Council that would implement and update requirements related to zoning regulations within the corporate city limits of Alpine; and

WHEREAS, the amendments recommended by the Planning & Zoning Commission will allow the City to provide a more effective and efficient service to the community and to ensure adequate zoning regulations within the City; and

WHEREAS, Chapter 211 of the Texas Government Code provides for the procedures governing the adoption of zoning regulations and district boundaries; and

WHEREAS, it is deemed by the City Council to be in the best interest of the City to amend the current zoning ordinances as recommended by the Planning & Zoning Commission 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" and Exhibit "B." The premises attached as Exhibit "A" and Exhibit "B" 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 $2000.00. 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 July 15, 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 July 10, 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 15TH DAY OF JULY 2025 BY THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

INTRODUCTION AND FIRST READING	**SECOND AND FINAL READING**
JULY 1, 2025	**JULY 15, 2025**

APPROVED:

_____
Catherine Eaves, Mayor

ATTEST:

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

20 GENERAL ZONING REGULATIONS

Section 1. Establishment of districts: provisions for official zoning map.

1. *Official zoning map*—The city is hereby divided into zones, or districts, as shown on the official zoning map which, together with all explanatory matter thereon, is hereby adopted by reference and declared to be a part of this ordinance.

The official zoning map shall be identified by the signature of the mayor attested by the city secretary, and bearing the seal of the city under the following words: "This is to certify that this is the official zoning map referred to in Section 1 of Ordinance Number 445 of the City of Alpine, Texas," together with the date of the adoption of this ordinance.

If, in accordance with the provisions of this ordinance and the above stated V.T.C.A, Local Government Code Ch. 211, changes are made in district boundaries or other matter portrayed on the official zoning map, such changes shall be entered on the official zoning map promptly after the amendment has been approved by the city council, with an entry on the official zoning map as follows: "On (date), by official action of the city council, the following (change)

changes were made in the official zoning map: (brief description of nature of change)," which entry shall be signed by the Mayor and attested by the City Secretary. No amendment to this ordinance which involves matter portrayed on the official zoning map shall become effective until after such change and entry has been made on said map.

No changes of any nature shall be made in the official zoning map or matter shown thereon except in conformity with the procedures set forth in this ordinance. Any unauthorized change of whatever kind by any person or persons shall be considered a violation of this ordinance and punishable as provided under Section 16. Any change shall be made by the planning and zoning commission and approved by the city council pursuant to the recommendation of the planning and zoning commission following the requirements of Chapter 211 of the Texas Local Government Code.

Regardless of the existence of purported copies of the official zoning map which may from time to time be made or published, the official zoning map, which shall be located in the office of the city secretary, shall be the final authority as to the current zoning status of land and water areas, buildings and other structures in the city.

2. *Replacement of official zoning map*—In the event that the official zoning map becomes damaged, destroyed, lost, or difficult to interpret because of the nature or number of changes and additions, the city council may by resolution adopt a new official zoning map which shall supersede the prior official zoning map. The new official zoning map may correct drafting or other errors or omissions in the prior official zoning map, but no such correction shall have the effect of amending the original official zoning map or any subsequent amendment thereof. The new official zoning map shall be identified by the signature of the mayor attested by the city secretary, and bearing the seal of the city under the following words: "This is to certify that this official zoning map supersedes and replaces the official zoning map adopted (date of adoption of map being replaced) as part of Ordinance No. 445 of the City of Alpine, Texas." Unless the prior official zoning map has been lost, or has been totally destroyed, the prior map or any significant parts thereof remaining, shall be preserved, together with all available records pertaining to its adoption or amendment.

Cross reference(s)—For ordinances amending the zoning map, see article II of this appendix.

Section 2. Rules for interpretation of district boundaries.

Where uncertainty exists as to the boundaries of districts as shown on the official zoning map, the following rules shall apply:

1. Boundaries indicated as approximately following the center lines of streets, highways, or alleys shall be construed to follow such center lines;
2. Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines;
3. Boundaries indicated as approximately following city limits shall be construed as following such city limits;
4. Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks;
5. Boundaries indicated as parallel to or extensions of features indicated in subsections 1 through 4, above shall be so construed. Distances not specifically indicated on the official zoning map shall be determined by the scale of the map;
6. Where physical or cultural features existing on the ground are at variance with those shown on the official zoning map, or in other circumstances not covered by subsections 1 through 5, above, the administrative official shall interpret the district boundaries;
7. Where a district boundary line divides a lot which was in single ownership at the time of passage of this ordinance, the city may permit, as a special exception, the extension of the regulations for either portion of the lot not to exceed 50 feet beyond the district line into the remaining portion of the lot.

Section 3. Application of district regulations.

The regulations set by this ordinance within each district shall be minimum regulations and shall apply uniformly to each class or kind of structure or land, and particularly, except as hereinafter provided.

1. No building, structure or land shall hereafter be used or occupied, and no building or structure or part thereof shall hereafter be erected, constructed, reconstructed, moved or structurally altered except in conformity with all of the regulations herein specified for the district in which it is located.
2. No building or other structure shall hereafter be erected or altered.
   (a) To exceed the height or bulk;
   (b) To accommodate or house a greater number of families;
   (c) To occupy a greater percentage of lot area;
   (d) To have narrower or smaller rear yards, front yards, side yards or other open spaces than herein required; or in any other manner contrary to the provisions of this ordinance.
3. No part of a yard, or other open space, or off-street parking or loading space required (for the purpose of complying with this ordinance) shall be included as part of a yard, open space, or off-street parking or loading space, required for any other building.
4. No yard or lot existing at the time of passage of this ordinance shall be reduced in dimension or area below the minimum requirements set forth herein. Yards or lots created after the effective date of this ordinance shall meet at least the minimum requirements established by this ordinance.
5. All territory which may hereafter be annexed to the city shall be classified by the city council in accordance with recommendations of the planning and zoning commission in accordance with Chapter 211 of the Texas Local Government Code. Existing legal uses on the annexed property may be registered as non-conforming uses in accordance with the provisions of this ordinance.

Section 4. Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming uses of structures and premises, and nonconforming characteristics of use.

1. *Intent*—Within the districts established by this ordinance or amendments that may later be adopted there exist:
   (a) Lots;
   (b) Structures;
   (c) Uses of land and structures; and
   (d) Characteristics of use

Which were lawful before this ordinance was passed or amended, but which would be prohibited, regulated or restricted under the terms of this ordinance or future amendment. It is the intent of this ordinance to permit these nonconformities to continue until they are removed, but not to encourage their survival. It is further the intent of this ordinance that nonconformities shall not be changed or be enlarged upon, expended, or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.

Continuance: Except as otherwise required by law, a structure or use legally established prior to the adoption date of this code be maintained unchanged. In other than criminal proceedings, the owner, occupant, or user shall have the burden to show that the structure, lot, or use was lawfully established.

Discontinuance:

a) **Vacancy:** Any lot or structure, or portion hereof, occupied by a nonconforming use, that is or hereafter becomes vacant and remains unoccupied by a nonconforming use for a period of 6 months shall not thereafter be occupied, except by a use that conforms to this code.

b) **Damage:** If any nonconforming structure or use is, by any cause, damaged to the extent of 50 percent of its value as determined by the code official, it shall not thereafter be reconstructed as such.

Nonconforming uses are declared by this ordinance to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of structure and land in combination shall not be extended or enlarged after passage of this ordinance by attachment on a building or

premises of additional signs intended to be seen from off the premises, or by the addition of other uses, of a nature which would be prohibited generally in the district involved.

To avoid undue hardship, nothing in this ordinance shall be deemed to require a change in the plans. Construction or designated use of any building on which actual construction was lawfully begun prior to the effective date of adoption or amendment of this ordinance, and upon which actual building construction has been carried on diligently. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner. Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation or demolition or removal shall be deemed to be actual construction, provided that work be carried on diligently.

2. *Nonconforming lots of record*—~~In any district in which single-family dwellings are permitted, a single-family dwelling and customary accessory buildings may be erected on any single lot of record at the effective date of adoption or amendment of this ordinance, non-withstanding limitations imposed by other provisions of this ordinance. Such lot must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than these applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located.~~

~~If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record at the time of passage or amendment of this ordinance, and if all or part of the lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an undivided parcel for the purposes of this ordinance, and n~~No portion of ~~said~~ a parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by the ordinance, nor shall any division or any parcel be made which creates a lot with width or area below the requirements stated in this ordinance.

~~3. *Nonconforming uses of land (or land with minor structures only)*—Where at the time of passage of this ordinance lawful use of land exists which would not be permitted by the regulations imposed by this ordinance, and where such use involves no individual structure with a replacement cost exceeding $1,000.00, the use may be continued so long as it remains otherwise lawful, provided:~~

~~(a) No such nonconforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this ordinance.~~

~~(b) No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of this ordinance.~~

~~(c) If such nonconforming use of land ceases for any reason for a period of more than 30 days, any subsequent use of such land shall conform to the regulations specified by this ordinance for the district in which such land is located;~~

~~(d) No additional structure not conforming to the requirements of this ordinance shall be erected in connection with such nonconforming use of land.~~

3~~4.~~ *Nonconforming structures*—Where a lawful structure exists at the effective date of adoption or amendment of this ordinance that could not be built under the terms of this ordinance by reason of restrictions on area, lot coverage, height, yards, its location on the lot or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

(a) No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.

(b) Should such nonconforming structure or nonconforming portion of structure be destroyed by any means to an extent of more than 50 percent of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this ordinance.

(c) Should such structure be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

4. *Nonconforming uses of structures and premises in combination*—~~If lawful use involving individual structures with a replacement cost of $1,000.00 or more, or of structure and premises in combination, exists at the effective date~~

~~of adoption or amendment of this ordinance, that would not be allowed in the district under the terms of this ordinance, t~~The lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

(a) No existing structure devoted to a use not permitted by this ordinance in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered, except in changing the use of the structure to a use permitted in the district in which it is located;

(b) Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of this ordinance, but no such use shall be extended to occupy any land outside such building.

(c) Any structure, or structure and land in combination, in or on which a nonconforming use is superseded by a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed;

(d) When a nonconforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six consecutive months or for 18 months during any three-year period (except when government action impedes access to the premises), the structure, or structure and premises in combination, shall not thereafter be used except in conformity with the current regulations of the district in which it is located.

(e) Where nonconforming use status applies to a structure and premises in combination, removal or destruction of the structure shall eliminate the nonconforming use status of the land. Destruction for the purpose of this subsection is defined as damage to an extent of more than 50 percent of the replacement cost at time of destruction.

5. *Repairs and maintenance*—On any nonconforming structure or portion of a structure containing a nonconforming use, work may be done in any period of 12 consecutive months on ordinary repairs, or on repair or replacement of nonbearing walls, fixtures, wiring or plumbing to an extent not exceeding ten percent of the current replacement cost of the nonconforming structure or nonconforming portion of the structure, as the case may be, provided that the cubic content existing when it became nonconforming shall not be increased.

If a nonconforming structure or portion of a structure containing a nonconforming use becomes physically unsafe or unlawful due to lack of repairs and maintenance, and is declared to be unsafe or unlawful by reason of physical condition, and such condition is verified by the administrative official, it shall not thereafter be restored, repaired, or rebuilt except in conformity with the regulations of the district in which it is located.

Nothing in this ordinance shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

6. *Uses under special exception provision not conforming uses*—Any use which is permitted as a special exception in a district under the terms of this ordinance (other than a change through city action from a nonconforming use to another use not generally permitted in the district) shall not be deemed a nonconforming use in such district, but shall without further action be considered a conforming use.

Section 5. Schedule of district regulations adopted.

District regulations shall be as set forth in the Schedule of District Regulations, hereby adopted by reference and declared to be a part of this ordinance, and in Section 6 of this ordinance, entitled "Supplementary District Regulations."

Section 6. Supplementary district regulations.

1. *Visibility of intersections in residential districts*—On a corner lot in any residential district, nothing shall be erected, placed, planted or allowed to grow in such manner as materially to impede vision between a height of 2½ and ten feet above the centerline grades of the intersecting streets in the 15-foot × 15-foot sight triangle beginning from the point of intersection along the owner's property lines.

2. *Fences, walls and hedges*—Notwithstanding other provisions of this ordinance, fences, walls and hedges may be permitted in any ~~required~~ permissible yard~~, or along the edge of any yard~~, provided that no fence, wall or hedge along the sides or front edge of any front yard, up to the front of the house or structure, shall not be over four feet in height. Fences, walls and hedges may be permitted in any permissible yard, provided that no fence shall be over eight feet in height in the designated side yard *(behind the front door of the primary structure)* and designated back yard.

3. *Accessory buildings*—No accessory building shall be erected in any prohibited yard as described by the regulations below for each specific zoned district ~~and no separate accessory building shall be erected within five feet of any other building~~ or otherwise stated by the adopted building code. No accessory building shall be erected within five feet of interior property lines. Accessory buildings are not to be used as habitable units. Accessory buildings are to be considered temporary not permanently affixed *(For structures to be used as living, dwelling, permanently affixed as a secondary living space see Accessory Living Quarters).*

4. ~~*Erection of more than*~~ *one principal structure on a lot*—~~In any district, more than~~ one structure or ~~housing a permitted or permissible~~ principal use may be erected on a single lot, provided that yard and other requirements of this ordinance shall be met ~~for each structure as though it were on an individual lot~~.

5. *Exceptions to height regulations*—The height limitations contained in the Schedule of District Regulations, do not apply to spires, belfries, cupolas, antennas, water tanks, ventilators, chimneys or other appurtenances usually required to be placed above the roof level and not intended for human occupancy.

6. *Structures to have access*—Every building hereafter erected or moved shall be on a lot adjacent to a public street, or with access to an approved private street, and all structures shall be so located on lots as to provide safe and convenient access for servicing, fire prevention and required off-street parking.

7. *Parking, storage or use of major recreational and commercial equipment*—

(a) Major recreational equipment is defined as including boats and boat trailers, travel trailers, tiny-homes, pick-up campers (designed to be mounted on automotive vehicles), coaches, motorized dwellings, tent trailers, other equipment for which the primary purpose or use is recreational and the like, and cases or boxes to be used for transporting such recreational equipment.

(b) Commercial equipment is defined as vehicles, and trailers, and other equipment used in enterprises of retail trade, wholesale trade, the food service industry, and in warehouses and supply depots.

No major recreational or commercial equipment shall be parked or stored on any street or alley in a residential use district or other district not approved for such use. Exception will be loading and unloading, during daylight hours only. No such equipment shall be used for living, sleeping, retail, home occupation, or housekeeping purposes, when parked or stored on a residential lot or in any location not approved for such use. Parking and storage on a residential lot means: No water, sewer connections are to be attached, all slides and bump outs must be closed. Any major recreational equipment as defined in this section must be stored travel ready, not in poor repair or unable to be easily moved.

8. *Carports*; a shelter for a car consisting of a roof supported on posts, built beside a house. Not to be covered on more than two sides. Not to exceed the height or bulk of primary structure. The carport can never be converted into a dwelling space. No carport shall be erected within three feet of interior property lines, unless constructed on non-combustible material and may not have any covered sides. Sight triangle regulations apply with corner lots.

9. *Conex containers as accessory buildings*:

A. Accessory buildings as defined in section 6. Supplementary district regulations of this title, may be used as storage buildings, only in accordance with the following:

1. Permitted: Storage containers fabricated for the purpose of transporting freight or goods on a truck, railroad or ship (Conex) shall be allowed to be set up as a residential storage structure or accessory building.

2. Building Permit Required: Purchasers, owners or users of storage containers shall obtain a building permit from the City for each container prior to placing or moving the container onto their property.

3. Setback Requirements: Placement of the storage container shall meet all setback and hold down requirements for the zone in which it will be located.

4. Exterior Appearance: The exterior of the storage container shall be painted or altered to cover any advertising, lettering or numbers.

5. Stacking Prohibited: No stacking of storage containers shall be allowed.

6. Ground Level Location; Permanent Foundation: All storage containers shall be located at ground level for safety. Any storage container located on a permanent foundation must meet all Building Code requirements.

7. Dwelling Use Prohibited: Storage containers shall not be used as a dwelling unit.

8. Ventilation: Storage containers shall provide adequate ventilation for personal safety.

B. Penalty: Any violation of this section shall be punishable as set forth in this title or under the applicable State Building Code.

Section 7. Administration and enforcement; building permits and certificates of zoning compliance.

1. *Administration and enforcement*—An administrative official designated by the city manager shall administer and enforce this ordinance, and may be provided with the assistance of such other persons as the city manager may direct.

2. *Building permits required*—Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of the building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the adopted code(s) and this ordinance, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

~~No building or other structure shall be erected, moved, added to or structurally altered, without a permit, issued by the administrative official in accordance with the most recently adopted version of the International Building Codes and this ordinance.~~ No building permit shall be issued by the administrative official, except in conformity with the provisions of this ordinance.

3. *Application for building permit*—All applications for building permits shall be accompanied by plans drawn to scale, showing the surveyed dimensions and shape of the lot to be built upon (not required for remodeling to existing structures); the exact sizes and locations on the lot of buildings already existing, if any; and the location and dimensions of the proposed building or alteration. The application shall include such other information as lawfully may be required by the administrative official, including existing or proposed building or alteration; existing or proposed use of the building and land; the number of families, housekeeping units, or rental units the building is designed to accommodate; conditions existing on the lot; and such other matters as may be necessary to determine conformance with, and provide for the enforcement of, this ordinance.

The original copy shall be retained by the administrative official. ~~Before a building permit for new construction in excess of $10,000.00 valuation can be approved, it must be made publically available for a period of five working days, and easily accessedible, on the City of Alpine, Texas web page. The building permit must contain all necessary information and designate the location of the plans required.~~

4. *Certificates of occupancy for new, altered or nonconforming uses*—It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted or wholly or partly altered or enlarged in its use or structure until a certificate of ~~zoning compliance~~ occupancy shall have been issued therefor by the administrative official stating that the proposed use of the building or land conforms to the requirements of this ordinance.

No nonconforming structure or use shall be renewed, changed or extended until a certificate of ~~zoning~~ occupancy compliance shall have been issued by the administrative official.

HUD Code Manufactured Home Compliance: Certificate of Occupancy shall not be issued until compliance with the Texas Department of Housing and Community Affairs/Manufactured Housing Division: Administrative Rules of the Texas Department of Housing and Community Affairs 10 Texas Administrative Code, Chapter 80.

Temporary certificates of occupancy may be issued by the administrative official for a period not exceeding six months during alterations or partial occupancy of a building pending its completion, provided that such temporary certificate may include such conditions and safeguards as will protect the safety of the occupants and the public.

The administrative official shall maintain a record of all certificates of occupancy, and a copy shall be furnished upon request to any person, for review.

Failure to obtain a certificate of occupancy shall be a violation of this ordinance and punishable under Section 16 of this ordinance.

5. *Expiration of building permit*—If the work described in any building permit has not begun within 180 days from the date of issuance thereof, said permit shall expire; if the work described in any building permit is not completed within a reasonable time of that designated for completion in the permit, the permit shall expire by limitation and be void. The administrative official shall cancel the permit, and written notice thereof shall be given to the persons affected, together with notice that further work as described in the canceled permit, shall not proceed unless and until a new building permit has been obtained.

Section 8. ~~Reserved.~~ Home occupations

1. *Home occupation (Home-based Business)* —A business that is operated from a residential property; by the owner or tenant of the property; and for the purpose of manufacturing, providing, or selling a lawful good; or providing a lawful service, provided that all home occupation uses are subject to conditional use permits as provided in Section 20. Required that all home-based businesses including no-impact businesses are to comply with federal, state, and local laws, to be compatible with residential use, and remain secondary to residential purposes. Prohibited home-based businesses involving alcohol sales, illegal drugs, sober living homes, or sexually oriented businesses.

(a) Other than members of the family residing on the premises, not more than one person shall be employed by the *home occupation.*

(b) The *home occupation* shall not exceed 15 percent of the floor area of the primary structure.

(c) Inventory and supplies shall not occupy more than 50 percent of the area permitted to be used as a *home occupation.*

(d) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in the area, non-illuminated, and mounted flat against the wall of the principal building.

(e) Home occupations require a conditional use permit.

(f) There shall be no on-site store front retail or wholesale sales of goods in connection with such home occupation.

(g) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and two additional parking spaces shall be provided on the premises, except only one need be provided if the *home occupation* does not have an employee. Said parking shall comply with the parking requirements in Chapter 8 of the International Zoning Code.

(h) Sales and services to patrons shall be arranged by appointment and scheduled so that not more than one patron vehicle is on the premises at the same time.

(i) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises.

(j) Occupant must reside and must be the primary business occupant of the residence, occupant must maintain the property as the main residence and not allow that the home occupation become the primary use of the property.

(k) The character of the home must remain intact and the neighborhood must not change in character, the preservation of a residential neighborhood must be a priority.

(j) *Home occupations* can be used if the business or occupation falls within the listed occupations such as a professional office, technology office, or telecommunicating business, or professional doctor or pharmacist, beauty shops or barber shops, Bed and breakfast, VRBO, Day care services, Educational facilities, Libraries, museums, Municipal buildings, other city installations, Parks, Religious assembly, tattoo parlor, massage studios, auto repair or detailing, pet grooming.

2. *No-impact Home Occupation* "No-impact home-based business" one operated from residential property by the owner or tenant, focused on lawful goods or services. A "no-impact home-based business" is further defined as one that does not exceed municipal occupancy limits, generate on-street parking, significantly increase traffic, or have activities visible from the street. No-impact home occupations (No-impact home businesses) are exempt from permitting,

A home-based business that:

(a) has at any time on the property where the business is operated a total number of employees and clients or patrons of the business that does not exceed the municipal occupancy limit for the property;

(b) does not generate on-street parking or a substantial increase in traffic through the area;

(c) operates in a manner in which none of its activities are visible from a street; No signage or visible business activity.

(d) does not substantially increase noise, odors or vibrations in the area or violate a municipal noise ordinance, regulation, or rule.

(e) operated by the resident; The business must be run by someone who lives on the property.

(f) no Customer or client traffic; No regular visits from clients, customers, or delivery services beyond normal residential levels.

(g) no Hazardous Materials or excessive waste beyond what's typical for a household.

(h) Compliant with local codes.

(i) *No-impact Home occupations* can be used if the business or occupation falls within the listed occupations such as a freelance writing or editing, Graphic design or illustration, Web development or coding, virtual assistant services, online tutoring or coaching, translation or transcript work, Handmade jewelry or craft sold online, print-on-demand design (e.g. T-shirts, mugs), homemade candles or soaps (small batch, no strong odors), Service-based work (done off site or virtually): consulting, bookkeeping, voiceover or podcast, remote tech support, photography. Skilled trades (with off-site work): Landscaper or gardener, electrician or plumber, handyman or contractor, personal chef or housekeeper.

Section 9. Reserved.

Section 10. Reserved.

Section 11. Duties of administrative official, city council and courts on matters of appeal.

It is the intent of this ordinance that all questions of interpretation and enforcement shall be first presented to the administrative official, and that recourse from the decisions of the administrative official shall be to the courts as provided by the laws of the State of Texas.

It is further the intent of this ordinance that the duties of the city council in connection with the ordinance shall not include hearing and deciding questions of interpretation and enforcement that may arise. The procedure for deciding such questions shall be as stated in this section and this ordinance. Under this ordinance the city council shall have only the duties:

(1) Of considering and adopting or rejecting proposed amendments or the repeal of this ordinance, as provided by law; and

(2) Of establishing a schedule of fees and charges as stated in Section 12, below.

Section 12. Schedule of fees, charges and expenses.

The city council shall establish a schedule of fees, charges and expenses and a collection procedure for building permits, certificates of occupancy or zoning compliance, appeals and other matters pertaining to this ordinance. The schedule of fees shall be posted in the office of the administrative official, and may be altered or amended only by the city council. Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal.

Section 13. Amendments.

The city adopts the procedures of Section 211.007 of the Local Government Code in order to make amendments and zoning changes by following the code by having a public hearing before the planning and zoning commission and notifying the residents within 200 feet of the proposed change 11 days before the hearing; by submitting recommendations to the city council and allowing city council to conduct a second hearing; and by publishing in the local newspaper 16 days before the hearing. The regulations, restrictions and boundaries set forth in this ordinance may, from time to time, be amended, supplemented, changed or repealed; provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. Such amendments shall not become effective except by the affirmative vote of at least three-fourths of all members of the city council.

Section 14. Provisions of ordinance declared to be minimum requirements.

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, adopted for the promotion of the public health, safety, morals or general welfare. Wherever the requirements of this ordinance are at variance with the requirements of any other lawfully adopted rules, regulations, ordinance, deed restrictions or covenants, the most restrictive, specific, or that imposing the higher standards, shall govern.

Section 15. Complaints regarding violations.

Whenever a violation of this ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the administrative official. He/she shall record properly such complaint, immediately investigate, and take action thereon as provided by this ordinance.

Section 16. Penalties for violation.

Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances or special exceptions) shall

constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than $2,000.00, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense.

The owner or tenant of any building, structure, premises or part thereof, and any architect, builder, contractor, agent or other person who commits, participates in, assists in or maintains such violation may each be found guilty of a separate offense and suffer the penalties herein provided.

Nothing herein contained shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation.

Section 17. Separability clause.

Should any section or provision of this ordinance be declared by the courts to be unconstitutional, or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 18. Definitions.

For the purposes of this ordinance, certain terms or words used herein shall be interpreted as follows:

The word *person* includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual.

The present tense includes the future tense, the singular number includes the plural, and the plural number includes the singular.

The word *shall* is mandatory, the word *may* is permissive.

The words *used* or *occupied* include the words intended, designed or arranged to be used or occupied.

The word *lot* includes the words *plot* or *parcel*.

Abutting—Having lot lines or district boundaries in common.

Access—A way or means of approach to provide physical entrance and exit to a property.

Accessory ~~*use or structure*~~ *Building*~~—A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure.~~ An incidental subordinate building customarily incidental to and located on the same lot occupied by the main use or building, such as a detached garage. Not to be used as a habitable space.

Accessory Living Quarters—An *accessory building* used solely as the temporary dwelling of guest of the occupants of the premises.

Accessory Use—A use conducted on the same lot as the primary use of the structure to which it is related; a use that is clearly incidental to, and customarily found in connection with, such primary use.

Addition—Any construction which increases the size of a building or structure in terms of site coverage, height, length, width or gross floor area.

Administrative official—Duly appointed agent of the city manager responsible for interpretation and enforcement of the zoning code, and building code.

Agent of Owner—Any person showing written verification that he or she is acting for, and with the knowledge and consent of, a property owner.

Alley—~~A public space or thoroughfare for the placement of utilities which affords only secondary means of access to property abutting thereon.~~ Any *public way* or thoroughfare more than 10 feet (3048mm), but less than 16 feet (4877 mm), in width, which has been dedicated to the public for public use.

Alteration—Any change, addition or modification in construction, occupancy or use.

Apartment House—A residential building designed or used for three or more *dwelling units*.

Attached—Having one or more walls in common with principal building or joined to a principal building by a covered porch, loggia or passageway, the roof of which is a part or extension of the principal building.

Bed and Breakfast—A lodging establishment that offers overnight accommodation and provides breakfast.

Boarding House—A dwelling containing a single *dwelling unit* and not more than 10 sleeping units, where lodging is provided with or without meals, for compensation for more than one week.

Buildable area—The portion of a lot remaining after required yards have been provided.

Building—Any structure used or intended for supporting or sheltering any use or occupancy.

Building, Main— A building in which the principal use of the site is conducted.

Building, Temporary—A building used temporarily for the storage of construction materials and equipment incidental and necessary to on-site permitted construction of utilities, or other community facilities, or used temporarily in conjunction with the sale of property within a subdivision under construction.

Building Code— The *International Building Code* promulgated by the International Code Council, as adopted by the jurisdiction.

Campground—Campground facilities providing camping and/or parking areas and incidental services for travelers in recreational vehicles or tents. Typical uses include recreational vehicle parks.

Canopy—A roofed structure constructed of fabric or other material supported by the building or by the support extending to the ground directly under the canopy placed so as to extend outward from the building providing a protective shield for doors, windows and other opening.

Carport—A roofed space, open on two sides (unless with in fire separation of *lot line*), one story in height, covered with a flat or hipped roof and ordinarily sed as a shelter under which vehicles are driven or temporarily parked.

Casita—A single family home with a smaller footprint. That is built on a permanent foundation (not moveable). The modular home specifications requirements found in the R-1 section (D) applies to this type of housing.

Conex boxes (shipping container)—A steel reinforced reusable container primarily used for shipping cargo, not to be used as a dwelling except as provided herein.

Commercial, Heavy—An establishment or business that generally uses open yards, outside equipment storage or outside activities that generate noise or other impacts considered incompatible with less-intense uses. Typical businesses in this definition are lumber yards, construction specialty services, heavy equipment suppliers or building contractors.

Commercial, Light—An establishment or business that generally has retail or wholesales, office uses, or services, which do not generate noise or other impacts considered incompatible with less-intense uses. Typical businesses in this definition are retail stores, offices, catering services or restaurants.

Commercial Center, Community—A completely planned and designed commercial development providing for the sale of general merchandise and/or convenience goods and services. A *community commercial center* shall provide for the sale of general merchandise, and may include a variety store, discount store, supermarket.

Commercial Center, Convenience—A completely planned and designed commercial development providing for the sale of general merchandise and/or convenience goods and services. A *convenience commercial center* shall provide a small cluster of convenience shops or services.

Commercial Center, Neighborhood—A completely planned and designed commercial development providing for the sale of general merchandise and/or convenience goods and services. A *neighborhood commercial center* shall provide for the sales of convenience goods and services, with a supermarket as the principal tenant.

Commercial Center, Regional—A completely planned and designed commercial development providing for the sale of general merchandise and/or convenience goods and services. A regional center shall provide for the sale of general merchandise, apparel, furniture, home furnishings, and other retail sales and services, in full depth and variety.

Commercial Retail Sales and Services—Establishments that engage in the sale of general retail goods and accessory services. Businesses within this definition include those that conduct sales and storage entirely within this definition include those that conduct sales and storage entirely within an enclosed structure (with the exception of occasional outdoor "sidewalk" promotions); businesses specializing in the sale of either general merchandise or convenience goods.

Comprehensive Plan—The declaration of purposes, policies and programs for the development of the jurisdiction.

Conditional Use—A use that would become harmonious or compatible with neighboring uses through the application and maintenance of qualifying conditions.

Condominium—A single-*dwelling unit* in a multiunit dwelling or structure, that is separately owned and may be combined with an undivided interest in the common areas and facilities of the property.

Congregate Residence—Any building or portion thereof that contains facilities for living, sleeping and sanitation as required by this code, and may include facilities for eating and cooking for occupancy by other than a family. A *congregate residence* shall be permitted to be a shelter, convent, monastery, dormitory, fraternity or sorority, but does not include jails, hospitals, nursing homes, hotels or lodging houses.

Cottage Court housing- A residential development method where a group of two or more smaller (500 square foot minimum) detached or attached single family homes are built together on one lot, often with shared open space. (see "*Casita). Must be accompanied by site plan and design for more than one dwelling for development.*

Court-A space, open and unobstructed to the sky, located at or above *grade* level on a lot and bound on three or more sides by walls of a building.

Day Care, Family—The keeping for part-time care and/or instruction, whether or not for compensation, of six or less children at any one time within a dwelling, not including members of the family residing on the premises.

Day Care, Group—An establishment for the care and/or instruction, whether or not for compensation, of seven or more persons at any one time. Child nurseries, preschools and adult care facilities are included in this definition.

Density—The number of *dwelling units* that are allowed on an area of land, which area of land shall be permitted to include dedicated streets contained within the development.

Detached—Fully separated from any other building or joined to another building by structural members not constituting an enclosed or covered spaced.

District, Apartment—A type of zoning classification that allows for multi-unit residential developments, dictated by the R-3 designation of this ordinance.

District, Business—A type of zoning classification that allows for commercial activities, dictated by C-2 designation of this ordinance.

District, Historic—A geographically defined area which posses significant concentration, linkage or continuity of buildings, structures, sites, areas or land, which in turn are united by architectural, historical, archaeological or cultural importance or significance and which the City Council determines shall be protected, enhanced and preserved.

District, Industrial—A type of zoning classification that allows production and industry activities, dictated by the M-1 designation of this ordinance.

District, Mixed Residential—A type of zoning classification that allows for a mix of residential dwellings in the same zoning district, dictated by the R-4 designation of this ordinance.

District, Multi-Family—A type of zoning classification that allows for multi-unit residential developments, dictated by the R-2 designation of this ordinance.

District, Neighborhood Commercial—A type of zoning classification that allows areas suitable for transitional uses between more intensive commercial activities and residential uses, dictated by the C-1 and C-1a designations of this ordinance.

District, Office Services—A type of zoning classification that allows for a mix of office and residential uses, with a focus in accommodating small-scale offices in or adjacent to residential neighborhoods, dictated by the C-0 designation of this ordinance.

District, One-Family—A type of zoning classification that allows only *single-family* dwellings, dictated by the R-1 designation of this ordinance.

Drive-in restaurant or refreshment stand—Any place or premises used for sale, dispensing or serving of food and refreshments, including those establishments where customers may serve themselves and may eat or drink the food, refreshments or beverages on the premises.

Driveway—A private access road, the use of that is limited to persons residing, employed, or otherwise using or visiting the parcel in which it is located.

~~*Dwelling, single-family*—A detached residential dwelling unit, other than a mobile home, designed for and occupied by one family only.~~

~~*Dwelling, two-family*—A detached residential building containing two dwelling units. designed for occupancy by not more than two families.~~

~~*Dwelling, multiple-family*—A residential building designed for or occupied by three or more families, with the number of families in residence not exceeding the number of dwelling units provided.~~

~~*Dwelling unit*—One room, or rooms connected together, constituting a separate, independent housekeeping~~ *establishment for owner occupancy, or rental or lease on a weekly or monthly basis, and physically separated from* ~~any other rooms or dwelling units which may be in the same structure, and containing independent cooking and sleeping facilities.~~

Duplex —The use of a site for two dwelling units, within a single building, other than a manufactured home.

Dwelling, Multiple Unit—A building or portion thereof designed for occupancy by three or more families living independently in which they may or may not share common entrances and/or other spaces. Individual *dwelling units* may be owned as condominiums or offered for rent.

Dwelling, Single Family—A detached *dwelling unit* with *kitchen* and sleeping facilities, designed for occupancy by one family.

Dwelling, Two Family—A building designed or arranged to be occupied by two families living independently, with the structure having two *dwelling units*.

Dwelling Unit—A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Easement—~~A right held by the city or its franchised utility companies to be used for access, drainage, and/or for the placement of utilities such as water, sewer, telephone lines, electrical lines, or gas lines.~~ That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The *easement* shall be permitted to be for use under, on or above said lot or lots.

Enclosed—A roof or covered space fully surrounded by walls, including windows, doors, and similar openings or architectural features, or an open space of less than 100 square feet fully surrounded by a building or walls exceeding eight-feet in height

Family—One or more persons occupying a single dwelling unit, provided that unless all members are related by blood or marriage, no such family shall contain over five persons, but further provided, that domestic servants employed on the premises may be housed on the premises without being counted as a family or families.

Filling station—Buildings and premises where gasoline, oil, grease, batteries, tires and automobile accessories may be supplied and dispensed at retail, and where, in addition, the following services may be rendered and sales made, and no other:

(a) Sale and servicing of spark plugs, batteries and distributors and distributor parts.

(b) Tire servicing and repair, but not recapping or re-grooving.

(c) Replacement of mufflers, and tail pipes, water hose, fan belts, brake fluid, light bulbs, fuses, floor mats, seat covers, windshield wipers and wiper blades, grease retainers, wheel bearings, mirrors and the like.

(d) Radiator cleaning and flushing.

(e) Washing and polishing, and sale of automotive washing and polishing materials.

(f) Greasing and lubrication.

(g) Providing and repairing fuel pumps, oil pumps and lines.

(h) Minor servicing and repair of carburetors.

(i) Emergency wiring repairs.

(j) Adjusting and repairing brakes.

(k) Minor motor adjustments not involving removal of the head or crankcase or racing the motor.

(l) Sales of cold drinks, packaged foods, tobacco and similar convenience goods for filling station's customers, as accessory and incidental to principal operation.

(m) Provision of road maps and other informational material to customers; provisions of rest room facilities. Uses permissible at a filling station do not include major mechanical and body work, straightening of body parts, painting, welding, storage of automobiles not in operating condition, or other work involving noise, glare, fumes, smoke or other characteristics to an extent greater than normally found in filling stations. A filling station is not a repair garage, nor a body shop.

Frontage—The width of a lot or parcel abutting a public right-of-way measured at the front property line.

Garage, Private—A building or a portion of a building not more than 1,000 square feet (92.9m²) in area, in which only private or pleasure-type motor vehicles used by the tenants of the building or buildings on the premises are stored or kept.

Group Care Facility—A facility, required to be licensed by the state, which provides training, care, supervision, treatment and/or rehabilitation to the aged, disabled, those convicted of crimes, or those suffering the effects of drug or alcohol; this does not include day care centers, *family day care* homes, foster homes, schools, hospitals, jails, or prisons.

Habitable Space (Room) —Space in a structure for living, sleeping, eating, or cooking. Bathrooms, toilet, compartments, closets, halls, storage or utility space, and similar areas are not considered *habitable space*.

Home occupation—~~An occupation conducted in a dwelling unit~~ The partial use of a home for commercial or nonresidential uses by a resident thereof, which is subordinate and incidental to the use of the dwelling for residential purposes~~, provided that:~~

~~(a) No person other than members of the family residing on the premises shall be engaged in the operation.~~

~~(b) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25 percent of the floor area of the dwelling unit, which also includes the floor area of the accessory building.~~

~~(c) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in the area, non-illuminated, and mounted flat against the wall of the principal building. or accessory building.~~

(d) Accessory use can be used if the business or occupation falls within the listed occupations such as a professional office, technology office, or telecommunicating business, or professional doctor or pharmacist. No repair garage, plumbing shop, or similar activity.

(e) There shall be no on-site store front retail or wholesale sales of goods in connection with such home occupation.

(f) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than the required front yard.

(g) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises.

(h) Additional personnel must be permitted by special conditions as by the planning and zoning commission. Maximum of three employees at one time (non-family members) and must comply with [subsection] (f).

(i) Occupant must reside and must be the primary business occupant of the residence, occupant must maintain the property as the main residence and not allow that the home occupation become the primary use of the property.

(j) The character of the home must remained intact and the neighborhood must not change in character, the preservation of a residential neighborhood must be a priority.

(k) Time limits can be set by the planning and zoning commission if employees other than family members are involved in the business or home occupation.

Hospital—An institution designed for the diagnosis, treatment and care of human illness or infirmity and providing health services, primarily for inpatients, and including as related facilities, laboratories, outpatient departments, training facilities and staff offices.

HUD code manufactured home—A structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems. The term does not include a recreational vehicle as that term is defined by 24 CFR 3282.8(g).

Industrialized Housing/Modular—A residential structure that is:

(a) Designed for the occupancy of one or more families;

(b) Constructed in one or more modules or constructed using one or more modular components built at a location other than the permanent site; and

(c) Designed to be used as a permanent residential structure when the module or the modular component is transported to the permanent site and erected or installed on a permanent foundation system.

Impervious Cover—Any type of surface that prevents the infiltration of water into the ground. Surfaces such as stone, rooftops, patios, driveways, sidewalks, road ways, parking lots, and decomposed or crushed granite gravel (when utilized for parking areas and paths from ADA parking spaces to the entrance of buildings or structures) shall be considered as impervious cover.

Internal Street— A private way which affords the principal means of access to individual manufactured home space, a private right-of-way or other non-public street within a Planned Unit Development (PUD) or other similar development.

Jurisdiction—The governmental unit that has adopted this code.

Kennels—Boarding and care services for dogs, cats and similar animals. Typical uses include boarding kennels, pet motels or dog training center.

Kiosk—A small light structure with one or more open sides for general retail sales use only.

Landscaping—The finishing and adornment of unpaved *yard* areas. Materials and treatment generally include naturally growing elements such as grass, trees, shrubs, and flowers. This treatment shall be permitted to include the use of logs, rocks, fountains, water features and contouring of the earth.

Laundry Services—Establishments primarily engaged in the provisions of laundering, dry cleaning or dyeing services other than those classified as Personal Services. Typical uses include bulk laundry and cleaning plants, diaper services or linen supply services.

Legislative Body—The political entity of the adopting jurisdiction.

Loading space, off-street—Space logically and conveniently located for bulk pick-ups and deliveries, scaled to delivery vehicles expected to be used, and accessible to such vehicles when required off-street parking spaces are filled. Required off-street loading space is not to be included as off-street parking space in computation of required off street parking space.

Lot—~~For purposes of this ordinance, a lot is a~~ A portion or parcel of land considered as a unit. ~~at least sufficient size to meet minimum zoning requirements for use, coverage and area, and to provide such yards and other open spaces as are herein required.~~ Such lot shall have frontage on an improved public street, or on an approved private street, and may consist of:

(a) A single lot of record;

(b) A portion of a lot of record;

(c) A combination of complete lots of record, of complete lots of record and portions of lots of-record, or of portions of lots of record;

(d) A parcel of land described by metes and bounds, provided that in no case of division or combination shall any residual lot or parcel be created which does not meet the requirements of this ordinance.

Lot frontage—The front of a lot shall be construed to be the portion nearest the street. For the purposes of determining yard requirements on corner lots and through lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under Yards in this section.

Lot Line—A *lot line* is a boundary of a zoning *lot.*

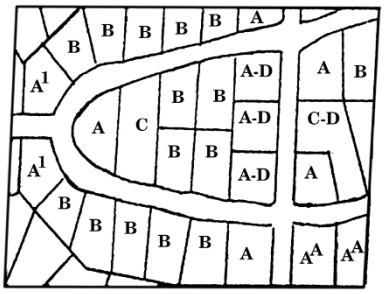
Lot measurements—

(a) Depth of a lot shall be considered to be the distance between the midpoints of straight lines connecting the foremost points of the side lot-lines in front and the rearmost points of the side lot lines in the rear.

(b) Width of a lot shall be considered to be the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the rear of the required front yard; provided, however, that width between side lot lines at their foremost points (where they intersect with the street line) shall not be less than 80 percent of the required lot width except in the case of lots on the turning circle of cul-de-sacs, where the 80 percent requirement shall not apply.

Lot of record—A lot which is part of a subdivision recorded in the office of the county clerk, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

Lot types—The diagram (Figure 1) which follows, illustrates terminology used in this ordinance with reference to corner lots, interior lots, reversed frontage lots and through lots:



In the diagram, A = corner lot, defined as a lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than 135 degrees. See lots marked A1 in the diagram.

B = interior lot, defined as a lot other than a corner lot with only one frontage on a street.

C = through lot, defined as a lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

D = reversed frontage lot, defined as a lot on which the frontage is at right angles or approximately right angles (interior angle less than 135 degrees) to the general pattern in the area. A reversed frontage lot may also be a corner lot (A-D in the diagram), an interior lot (B-D) or a through (C-D).

Manufactured housing—Refers to an HUD code manufactured home. A structure, transportable in one or more sections, that in the traveling mode is 8 body feet or more in width or 40 body feet or more in length, or, were erected on site is 320 square feet or more and is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation where connected to required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein.

Modular - Refers to a single-family house. A modular is a portable home or commercial building that is built at an off-site facility and transported to a more permanent plot for assembly. Assembled on a permanent foundation. Must meet the requirements set forth herein.

Mobile home—A structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or when erected on site is 320 or more square feet, and which is built on a permanent chassis designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems.

Mortuary, Funeral Home—An establishment in which the dead are prepared for burial or cremation. The facility shall be permitted to include a chapel for the conduct of funeral services and spaces for funeral services and informal gathering, and/or display of funeral equipment.

Motel, Hotel—Any building containing six or more sleeping units intended or designed to be used, or that are used, rented or hired out to be occupied, or that are occupied for sleeping purposes by guest.

~~*Nonconforming use*—A building, structure or use of land lawfully occupied at the time of the effective date of the chapter or amendments, thereto, which does not conform to the use regulations of the district in which it is situated following the effective date of the ordinance.~~

Nonconforming Lot— A *lot* where the width, area or other dimension did not conform to the regulations when this ordinance became effective.

Nonconforming Sign—A sign or sign structure or portion thereof lawfully existing at the time of this ordinance became effective, which does not now conform.

Nonconforming Structure—A building or structure or portion thereof lawfully existing at the time this ordinance became effective, which was designed, erected or structurally altered for a use hat does not conform to the zoning regulations of the zone in which it is located.

Occupant—One who occupies a particular place.

Open space—~~Area included in any side, rear, special or front yard or any unoccupied space on the Lot that is open and unobstructed to the sky except for the ordinary projections of cornices, eaves, porches and plant material.~~ Land areas that are not occupied by buildings, structures, parking areas, streets, alleys or required yards. *Open space* shall be permitted to be devoted to *landscaping,* preservation of natural features, patios, and recreational areas and facilities.

Outdoor advertising business—Provision of outdoor displays or display space on a lease or rental basis only.

Owner—The person or entity that holds legal or equitable title to a property.

Park—A public or private area of land, with or without buildings, intended for outdoor active or passive recreational uses.

Parking Lot—An open area, other than a street, used for the parking of automobiles.

Parking Space, Automobile—A space within a building or private or public parking lot, exclusive of driveways, ramps, columns, office and work areas, for the parking of an automobile.

Parking space, off-street—For the purposes of this ordinance, an off-street parking space shall consist of a space adequate for parking an automobile with room for opening doors on both sides, together with properly related access to a public street or alley and maneuvering room.

Required off-street parking areas for three or more automobiles shall have individual spaces marked, and shall be so designed, maintained and regulated that no parking or maneuvering incidental to parking shall be on any public street, walk or alley, and so that any automobile may be parked and unparked without moving another.

For purposes of rough computation, an off-street parking space and necessary access and maneuvering room may be estimated at 300 square feet, but off-street parking requirements will be considered to be met only when actual spaces meeting the requirements above are provided and maintained, improved in a manner appropriate to the circumstances of the case, and in accordance with all ordinances and regulations of the city.

Person—An individual, heirs, executors, administrators or assigns, and includes a firm partnership or corporation, its or their successors or assigns, or the agent of any of the aforesaid.

Planned Unit Development (PUD) —A residential of commercial development guided by a total design plan in which one or more of the zoning or subdivision regulations, other than use regulations, shall be permitted to be waived or varied to allow flexibility and creativity in site and building design and location, in accordance with general guidelines.

Planning and Zoning Commission—The Planning and Zoning Commission created and appointed by the City Council.

Plot Plan—A plot of a *lot*, drawn to scale, showing the actual measurements, the size and location of any existing buildings or buildings to be erected. The location of the lot in relation to abutting streets, and other such information.

Public Improvement—Any drainage ditch, storm sewer or drainage facility, sanitary sewer, water main, roadway, parkway, sidewalk, pedestrian way, tree, lawn, *off-street parking* area, *lot* improvement, or other facility for which the local government may ultimately assume the responsibility for maintenance and operation, or fir which the local government responsibility is established.

Public Utility Station—A structure or facility used by a public or *quasi-public* utility agency to store, distribute, generate electricity, gas, telecommunications, and related equipment, or to pump or chemically treat water. This does not include storage or treatment of sewage, solid waste, or hazardous waste.

Public Way—Any street, *alley* or other parcel of land open to the outside air, that has been deeded, dedicated or otherwise permanently appropriated to the public for public use and has a clear width and height of not less than 10 feet (3048 mm).

Quadplex (fourflex) -- a type of multifamily property with four separate units, each with its own entrance and utility setup. Quad *plex* means four units or parts. Each section of the apartment building and housing structure must be a complete unit and have a separate, lockable front door. Each unit of a quadplex has its own kitchen, bathroom(s), living room, separate doors to the outside, and its own address or unit number.

Quasi-Public—Essentially a public use, although under private ownership or control.

Recreation, Indoor—An establishment providing completely enclosed recreation activities. Accessory uses shall be permitted to include the preparation and serving of food and/or the sale of equipment related to the enclosed uses. Included in this definition shall be bowling, roller skating, or ice skating, billiards, pool, motion picture theaters, and related amusements.

Recreation, Outdoor— An area free of buildings except for restrooms, dressing rooms, equipment storage, maintenance buildings, open-air pavilions and similar structures used primarily for recreational activities.

Recreational vehicle (R.V.)—A type of mobile living unit that is a vehicle built on a chassis 400 square feet or less when measured at the largest horizontal projection; self-propelled or permanently towable by a car or light duty truck; and designed primarily for recreational, camping, travel or seasonal use. A vehicle which is self-propelled or designed to be towed by a motor vehicle but is not designed to be used as a permanent dwelling and containing plumbing, heating and electrical systems that can be operated without connection to outside utilities.

Recycling Facility—Any location whose primary use is where waste or scrap materials are store, bought, sold, accumulated, exchanged, packaged, disassembled, or handled, including, but not limited to, scrap metals, paper, rags, tires and bottles, and other such materials.

Registered Design Professional—An individual who is registered of licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

Rehabilitation Center (Halfway House) —An establishment where the primary purpose is the rehabilitation of persons. Such services include drug and alcohol rehabilitation, assistance to emotionally and mentally disturbed persons, and halfway houses for prison parolees and juveniles.

Religious, Cultural and Fraternal Activity—A use or building owned or maintained by organized religious organizations or nonprofit associations for social, civic or philanthropic purposes, or the purpose for which persons regularly assemble for worship.

Restaurant—An establishment that sells prepared food for consumption. Restaurants shall be classified as follows:

(a) *Restaurant, fast food:* An establishment that sells food already prepared for consumption, packaged in paper, Styrofoam, or similar materials, and may include drive-in or drive-up facilities for ordering.

(b) *Restaurant, general:* An establishment that sells food for consumption on or off the premises.

(c) *Restaurant, take-out:* An establishment that sells food only for consumption off the premises.

School, Commercial—A school establishment to provide for the teaching of *Industrial*, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum (for example, beauty school or modeling school).

Setback—The minimum required distance between the property line and the building line.

~~*Sign*—Any device to inform or attract the attention of persons not on the premises on which the sign is located provided, however, that the following shall not be included in the application of the regulations herein:~~

~~(a) Signs not exceeding one square foot in area and bearing only property numbers, Post Office box numbers, names of occupants of premises or other identification of premises not having commercial connotations;~~

~~(b) Flags and insignia of any government except when displayed in connection with commercial promotion;~~

~~(c) Legal notices, identification, informational or directional signs erected or required by governmental bodies;~~

~~(d) Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights;~~

~~(e) Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.~~

~~*Signs, number and surface area*—For the purpose of determining number of signs, a sign shall be considered to be a single display surface or display devices containing elements organized, related, and composed to form a unit. Where matter is displayed in a random manner without organized relationship of elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.~~

~~The surface area of a sign shall be computed as including the entire area within a regular geometric form or combinations of regular geometric forms comprising all of the elements of the matter displayed. Frames and structural members not bearing advertising matter shall not be included in computation of surface area.~~

~~*Sign, on-site*—A sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services or activities on the premises. Onsite signs do not include signs erected by the outdoor advertising industry in the conduct of the outdoor advertising business.~~

~~*Sign, off-site*—A sign other than an on-site sign.~~

Site Plan—A plan that outlines the use and development of any tract of land.

Sleeping Unit—A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or *kitchen* facilities, but not both. Such rooms and spaces that are also part of a *dwelling unit* are not sleeping units.

Special exception—A special exception is a use that would not be appropriate generally or without restriction throughout the zoning division or district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare. Such uses may be permitted in such zoning division or district as special exceptions, if specific provision for such special exceptions is made in this zoning ordinance.

Story—That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost *story* shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable *grade* as define herein for more than 50 percent of the total perimeter or is more than 12 feet (3658mm) above *grade* as defined herein at any point, such usable or unused under-floor space shall be considered a *story*.

Street—Any thoroughfare or *public way* not less than 16 feet (4877 mm) in width that has been dedicated.

Street line—The right-of-way line of a street.

Street, Private—A right-of-way or *easement* in private ownership, not dedicated or maintained as a public street, that affords the principal means of access to two or more sites.

Structure—~~Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Among other things, structures include buildings, mobile homes, walls, fences, billboards and poster boards or panels.~~ That which is built or constructed.

Subdivision—The division of a tract, *lot* or parcel of land into two or more *lots, plats,* sites or other divisions of land

Tiny House- See Travel Trailer / Recreational Vehicle. A dwelling that is 400 square feet or less in floor area excluding lofts. A portable structure built on a chassis, designed to be used as a temporary dwelling for travel and recreational purposes, having a body width not exceeding eight feet. A vehicle which is self-propelled or designed to be towed by a motor vehicle but is not designed to be used as a permanent dwelling and containing plumbing, heating and electrical systems that can be operated without connection to outside utilities.

Theater—A building used primarily for the presentation of live stage productions, performances, or motion pictures.

Travel trailer—A vehicular, recreational vehicle, tiny house, portable structure built on a chassis, designed to be used as a temporary dwelling for travel and recreational purposes, having a body width not exceeding eight feet. A vehicle which is self-propelled or designed to be towed by a motor vehicle but is not designed to be used as a permanent dwelling and containing plumbing, heating and electrical systems that can be operated without connection to outside utilities.

Triplex -- A triplex consists of three individual dwelling units combined into one building, with the individual units sharing one or two common walls. Each unit with its own entrance and utility setup. Each unit of a triplex has its own kitchen, bathroom(s), living room, separate doors to the outside, and its own address or unit number.

Use—The activity occurring on a *lot* or parcel for which land or a building is arranged, designed, or intended, or for which land or a building is or may be occupied, including all accessory uses.

Use, Change Of—The change within the classified use of a structure or premise.

Use, Nonconforming—A use lawfully occupied a building or land at the time this ordinance became effective, which has been lawfully continued and which does not now conform to the use regulations.

Use, Principal—A use that fulfills a primary function of a household, establishment, institution, or other entity.

Use, Temporary—A use that is authorized by this code to be conducted for a fixed period of time. Temporary uses are characterized by such activities as the sale of agricultural products, contractors' offices and equipment sheds, fireworks, carnivals, flea markets, and garage sales.

Variance—~~A variance is a relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship. As used in this ordinance, a variance is authorized only for height, area and size of structure or size of yards and open spaces; establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district.~~ A deviation from the height, bulk, setback, parking or other dimensional requirements established by this code.

Yard—~~The required open space, unoccupied and unobstructed by any structure or portion of a structure, except for accessory buildings as herein permitted, from 48 inches above the general ground level of the graded lot upward; provided, however, that fences, vegetation, walls, poles, posts and other customary yard accessories, ornaments and furniture may be permitted in any yard subject to height limitations and requirements limiting obstruction of visibility.~~ An open, unoccupied space on a lot, other than a *court*, that is unobstructed from the ground upward by buildings or structures, except as otherwise provided in this code.

Yard, ~~f~~Front—~~An open, unoccupied space on a lot facing a street extending across the front of a lot between the side lot lines and from the main building to the front or street line with the minimum horizontal distance between the street line and the main building line as specified for the district in which it is located. In any required front yard, no fence or wall shall be permitted which materially impedes vision across such yard above the height of 48 inches. In the case of through lots, unless the prevailing front yard pattern on adjoining lots indicates otherwise, front yards shall be provided on all frontages. Where one of the front yards that would normally be required on a through lot is not in keeping with the prevailing yard pattern, the administrative official may waive the requirement for the normal front yard and substitute therefore a special yard requirement which shall not exceed the average of the yards provided on adjacent lots.~~ A *yard* extending across the full width of the lot, the depth of which is the minimum horizontal distance between the *front lot* line and a line parallel thereto.

In the case of corner lots which do not have reversed frontage, a front yard of the required depth shall be provided in accordance with the prevailing yard pattern and a second front yard of half the depth required generally for front yards in the district shall be provided on the other frontage.

In the case of reversed frontage corner lots, a front yard of the required depth shall be provided on either frontage, and a second front yard of half the depth required generally for front yards in the district shall be provided on the other frontage for the primary structure only.

In the case of corner lots with more than two frontages, the administrative official shall determine the front yard requirements, subject to the following limitations:

In the case of corner lots with more than two frontages, the administrative official shall determine the front yard requirements, subject to the following limitations:

(1) At least one front yard shall be provided having the full depth required generally in the district;

(2) No other front yard on such lot shall have less than half the full depth required generally for the primary structure.

Depth of required front yards shall be measured at right angles to a straight line joining the foremost points of the side lot lines. The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without such rounding. Front and rear front yard lines shall be parallel.

~~*Yard, side*—An open, unoccupied space of spaces on one side or two sides of a main building and on the same lot with the building, situated between the building and a side line of the lot and extending through from the front yard to the rear yard. Any lot line, not the rear line or a front line, shall be deemed a side line.~~

Width of a required side yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations with its inner edge parallel with the side lot line for the determination of placement or construction of principal structures only.

Yard, ~~r~~Rear~~—An open, unoccupied space, except for accessory buildings as herein permitted, extending across the rear of a lot from one side lot line to the other side lot line, and having a depth between the building and the rear lot line as specified in the district in which the lot is situated.~~ A *yard* extending across the full width of the lot, the depth of which is the minimum horizontal distance between the *rear lot* line or ordinary high water line and a line parallel thereto.

Depth of a required rear yard shall be measured in such a manner that the yard established is a strip of the minimum width required by district regulations with its inner edge parallel with the rear lot line.

Yard, Side—An open, unoccupied space on the same lot with the building and between the *building line* and the *side lot* line, or to the ordinary high water line.

Yard, special—A yard behind any required yard adjacent to a public street, required to perform the same functions as a side or rear yard, but adjacent to a lot line so placed or oriented that neither the term "side yard" nor the term "rear yard" clearly applies. In such cases, the administrative official shall require a yard with minimum dimensions as generally required for a side yard or a rear yard in the district, determining which shall apply by the relation of the portion of the lot on which the yard is to be located to the adjoining lot or lots, with due regard to the orientation and location of structures and buildable areas thereon.

Section 19. Reserved. ~~Repeal of conflicting ordinances: effective date.~~

~~All ordinances, or parts of ordinances, in conflict with this zoning ordinance, or inconsistent with the provisions of this ordinance, are hereby repealed to the extent necessary to give this ordinance full force and effect. This ordinance shall become effective on May 10, 1968.~~

Section 20. Conditional use permit.

The purpose of this procedure is to provide for review and discretionary approval of uses typically having unusual site development features or unique operating characteristics requiring special consideration so that they may be located, designed, and operated compatibly with uses on surrounding properties and within the city at large. The conditional use permit process is intended to encourage broad public review and evaluation of site development features and operating characteristics and to ensure adequate mitigation of potentially unfavorable impacts. A conditional use would become harmonious or compatible with neighboring uses through the application and maintenance of qualifying conditions.

Conditional use permit applications shall be submitted to the administrative official as provided in this ordinance. It shall be the duty of first the planning and zoning commission to review conditional-use permit applications with a vote of recommendation, denial or adjustments needed before being considered by the City Council Commission. The planning and zoning commission have the authority to recommend conditions and safeguards as deemed necessary to protect and enhance the health, safety, and welfare of the surrounding area. The application shall be accompanied by maps, drawings, or other documentation in support of the request. The granting of a conditional-use permit shall not exempt the applicant from compliance with other relevant provisions of related ordinances.

1. That such use will not, under the specific circumstances of the particular case, be detrimental to the health, safety, or general welfare of the surrounding area and that the proposed use is necessary or desirable and provides a service or facility that contributes to the general wellbeing of the surrounding area.

2. That such use will comply with the regulations and conditions specified in this ordinance and adopted codes for such use.

3. The planning commission or designated person shall itemize, describe or justify, then have recorded and filled in writing, the conditions imposed on the use.

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

Section 20.01 Additional requirements for bed and breakfast uses.

All bed and breakfast use facilities shall be subject to the following additional requirements to those set forth otherwise in the City of Alpine's Ordinances:

A. Only overnight guests may be served meals except in zones permitting restaurant use. Such meals shall be limited to continental-type breakfast consisting of pastries prepared by a licensed provider, milk, cereal, fruit, fruit juice and coffee unless the facility meets the State of Texas and Brewster County Health Division requirements for commercial food service.

B. All signs must comply with the city's sign ordinance (Currently Chapter 78 of the Code of Ordinances.)

C. All bed and breakfast facilities must comply with all State of Texas and City of Alpine building codes for existing or new construction, as applicable, including ADA standards.

D. Bed and breakfast facilities shall comply with the regulations for fire protection set forth in the appropriate International Construction Codes, the latest version adopted by the city at the time of construction or conversion to bed and breakfast use using the "Lodging and Rooming Houses" regulations.

E. External lighting ~~shall be shielded from adjoining properties.~~ must meet requirements of the outdoor lighting ordinance.

F. All functions such as weddings, parties or other gatherings shall be limited to commercial zoning districts.

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

Section 20.02. Bed and breakfast compliance use permit.

A. All bed and breakfast uses must acquire and maintain a bed and breakfast compliance use permit commencing on mm/dd/yyyy for new uses prior to the issuance of a certificate of occupancy and for existing uses on mm/dd/yyyy. The permit is valid for a two-year period and shall be renewed by the owner for each two-year period.

B. The permit will be issued pursuant to an application containing the name of the applicant and owner of the property if not the same, the address of the property, a diagram showing the proposed layout of the property use and any other details required such as food service, signs, type of lighting and parking, and any other information required by the city's administrative official to implement the provisions hereof.

C. For all renewing permits, proof that the City of Alpine Hotel-Motel Tax has been continuously paid as required for the previous period. This requirement may be waived if all reports are on file with the city.

D. Any evidence required by the city's administrative official that the property complies with all zoning district regulations applicable to the property, and additional requirements for a bed and breakfast as set forth in sections 20.01 and 20.02.

E. Payment of the fee set forth by the city council in section 20.04.

F. The permit, or any renewal will be denied or revoked if the above conditions are not complied with and maintained for the permit period. Any person or entity denied a permit or renewal or from whom or from which a permit was revoked may appeal such denial to the district court) following the notice and rules of procedure set forth for the (district court) in this Code of Ordinances.

G. The ability of the city to deny or revoke the permit shall not prohibit the city from exercising other remedies, such as prosecution for ordinance violation, seeking an injunction or any other remedy available to it.

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

Section. 20.03. Jurisdiction.

The city council shall have jurisdiction with respect to all conditional use permits. The planning and zoning commission shall review and submit a recommendation for approval, amending or denial to the city council on all applications for a conditional use permit. A request for conditional use permit

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

Section 20.04. Application and fee.

A. Application for a conditional use permit shall be filed with the Administrative Official. The application shall include the following:

1. Name and address of the owner and applicant.
2. Address and legal description of the property.
3. If the applicant is not the legal owner of the property, a signed statement by the owner that the applicant is the authorized agent of the owner of the property.
4. A statement describing the nature and operating characteristics of the proposed use, including any data pertinent to the finding required for approval of the application. For uses involving public assembly or industrial processing, or uses generating potentially high volumes of vehicular traffic, the administrative official may require specific information relative to the anticipated peak loads and peak use periods, relative to industrial standard or substantiating the adequacy of proposed parking, loading and circulation facilities.
5. Site plans, preliminary building elevations, preliminary improvement plans, and such additional maps and drawings, all sufficiently dimensional as required to illustrate the following:

a. The date, scale, north point, title, name of owner and name of person preparing the site plan.

b. The location and dimensions of boundary lines, with distances and bearings, easements, and required yards and setbacks, water courses, drainage features and location and size of existing and proposed streets and alleys and the 100-year flood plain.

c. The location, height, bulk, general appearance, and intended use of existing and proposed buildings on the site, and the approximate location of existing buildings on abutting sites within 50 feet.

d. The location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, landscaped areas, utility or service areas, fencing and screening, signs and lighting.

e. The location of water courses and drainage features.

f. The number of existing and proposed off-street parking and loading spaces, and a calculation of applicable minimum requirements.

g. For sites with an average slope greater than ten percent, a plan showing existing and proposed topography and grading and proposed erosion control measures.

h. The relationship of the site and the proposed use to surrounding uses, including pedestrian and vehicular circulation, current use of nearby parcels, and any proposed off-site improvements to be made.

B. An application for a conditional use permit shall be accompanied by a fee set forth by the city council ~~in the amount of $350.00~~. Appendix B: Building Services Fee, 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.

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

Section 20.05. Concurrent applications.

Application for a conditional use permit and for rezoning for the same property may be made concurrently, subject to the fee applicable for a rezoning and conditional use permit.

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

Section 20.06. Public hearing.

Within 60 days after filing of a completed application, the planning and zoning commission shall hold a public hearing on such application for a conditional use permit. Notice shall be given as prescribed in section 20.17. At the public hearing, the planning and zoning commission shall review the application and shall receive pertinent evidence concerning the proposed use and the proposed conditions under which it would be operated or maintained, particularly with respect to the findings prescribed in section 20.07.

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

Section 20.07. Recommendation of the administrative official.

The administrative official shall review each application and shall prepare a recommendation thereon which shall be filed with the planning and zoning commission and made available to the applicant at least five days prior to the public hearing.

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

Section 20.08. Action by the planning and zoning commission.

The planning and zoning commission shall act on the application within 20 days following the closing of the public hearing. The planning and zoning commission shall determine whether, in its opinion, the request is consistent with the objectives of these regulations and with the comprehensive plan, and shall recommend to the city council that the conditional use permit be enacted, enacted in modified form or be denied.

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

Section 20.09. Review and evaluation criteria.

The planning and zoning commission and city council shall review and evaluate conditional use permit applications using the following criteria:

1. Conformance with applicable regulations and standards established by the zoning regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, access and circulation features.
3. Potentially unfavorable affects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site for a permitted use.
4. Modifications to the site plan which would result in increased compatibility, would mitigate potentially unfavorable impacts, would be necessary to conform to applicable regulations and standards and would protect the public health, safety, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use and other uses reasonable and anticipated in the area; existing zoning and land uses in the area.
6. Protection of persons and property from erosion, flood or water damage, fire, noise, glare and similar hazards and impacts.
7. Location, lighting, and type of signs; the relation of signs to traffic control and adverse effect of signs on adjacent properties.
8. Adequacy and convenience of off-street parking and loading facilities.
9. Determination that the proposed use is in accordance with the objectives of these zoning regulations and the purposes of the zone in which the site is located.
10. ~~Determination that the proposed use will comply with each of the applicable provisions of these zoning regulations.~~ The request is consistent with all applicable provisions of the comprehensive zoning plan.
11. Determination that the proposed use and site development, together with any modifications applicable thereto, will be compatible with existing or permitted uses in the vicinity.
12. Determination that any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed use with existing or permitted uses in the same district and the surrounding area.
13. Determination that the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity.

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

Section 20.10. Actions by the city council.

Within 40 days following receipt of the recommendation of the planning and zoning commission, the city council shall hold at least one public hearing on the conditional use permit. Notice shall be given as prescribed section 20.17. Within 20 days following the closing of a public hearing, the city council may grant a conditional use permit as the permit was applied for in a modified form or subject to conditions, or may deny the application. The city council shall notify the applicant of its decision.

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

Section. 20.11. Conditions.

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

1. Duration of use;
2. Fences, hedges and walls;
3. Regulation of noise, vibration, odors, etc. Regulation of time for certain activities;
4. Regulation of use or uses;
5. Requiring street, service road or alley dedications and improvements or appropriate bonds;
6. Time period in which the proposed use shall be developed or constructed;
7. Surfacing of parking areas;
8. Special yards, spaces and buffers;
9. Regulation of locations of vehicular ingress and egress; and
10. Including such other conditions that will make possible the development occurs in an orderly and efficient manner, and in conformity with the intent and purposes of applicable ordinances.

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

Section 20.12. Protest provisions.

If the planning and zoning commission has not recommended approval of the conditional use permit request, or if there is a protest against the request signed by the owners of 20 percent of the property immediately adjoining the same and extending 200 feet there from, such request shall not become effective except by the favorable vote of three-fourths of the members of the city council.

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

Section 20.13. Suspension and revocation.

Upon violation of any applicable provision of these regulations or, if granted subject to conditions, upon failure to comply with conditions, a conditional use permit shall be suspended after 30 days written notification to the owner of a use or property subject to a conditional use permit.

A conditional use permit shall be revoked where the applicant fails to comply with conditions imposed by the hearing examiner.

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

Section 20.14. Discontinuance.

A conditional use permit is automatically terminated upon a change in use, upon discontinuance, being defined as non-operation or non-use for 365 successive days. Discontinuance may be, but not required to be, evidenced by termination of utility service, the failure to maintain regular hours of operation, the utilization of the premises for other purposes, abandonment or by other reasonable means.

Upon failure to start construction or establish a use within one year of approval of a conditional use permit.

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

Section 20.15. Prior special permits and covenants.

A use legally established pursuant to a specific use permit prior to the date of adoption of these zoning regulations shall be deemed a pre-existing conditional use and shall be permitted to continue, provided that it is operated and maintained in accord with any conditions prescribed at the time of its establishment.

Alteration or expansion of a pre-existing specific use shall be permitted only upon the granting of a conditional use permit as prescribed in these regulations, provided that alterations not exceeding $2,500.00 in value as determined by the administrative official, shall be without the granting of a conditional use permit.

A conditional use permit shall be required for the construction of a structure housing a pre-existing use if the structure is destroyed by fire or other calamity, by specific act of God or by the public enemy to an extent greater than 50 percent. The extent of damage or partial destruction shall be based upon the ratio of the estimated cost of restoring the structure to its condition prior to such damage or partial destruction to the estimated cost of duplicating the entire structure as it existed prior thereto. Estimates for this purpose shall be made by or shall be reviewed and approved by the administrative official and shall be based on the minimum cost of construction in compliance with the building code.

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

Section. 20.16. Public notice procedure and fees.

Notice of a public hearing for consideration of a conditional use permit shall be as follows in section 20.17.

Section 20.17. Procedure.

1. Notice of the initial hearing before the planning and zoning commission shall be given by publication of a legal notice in a newspaper of general circulation in Alpine, Texas at least 15 days prior to the date of the hearing.
2. Notice shall be given by mail to the applicant at least ten days prior to the date of the hearing.
3. Notice shall be given by mail to the owner of each site within 200 feet of the subject property at least ten days prior to the date of the hearing.

4. At the option of the administrative official, notice may be given by mail to the owner of any site more than 200 feet from the subject property at least ten days prior to the date of the hearing.

5. At the option of the administrative official, notice may be given by mail to any neighborhood organization having a potential interest in the application.

6. At the option of the administrative official, notice may be given by posting a notice on or adjacent to the subject property at least ten) days prior to the date of the hearing.

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

Section 20.18. Fees.

~~Fees per 20.04 of the Code of Ordinances.~~ Fees referenced in this Chapter shall be included in Appendix B: Building Services Fees, and shall be 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.

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

Section 20.19. Time of payment.

The fees are due and payable at the time of the initial request or the application and entitle the applicant to consideration only and not affirmative disposition.

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

Section 20.20. Waivers.

The intent of this section is further to ensure that no citizen or group is denied access to due process of law through an inability to pay for such services. When an individual or group requests an action under these regulations for which a fee is required, the city manager is hereby authorized to inquire into hardships which may be caused by this payment of such fees and may instruct that all or part of such fee is to be waived.

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

Section 20.21. Reserved.

Section 20.22. Refunds.

The fees established shall be non-refundable to the applicant, unless the request is completely withdrawn before the procedure of notices as set forth in section 20.16 have begun.

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

Section 21. Zoning and rezoning procedures.

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

Section 21.00. Distinction between zoning and rezoning.

Zoning is the initial classification of property as a particular zoning base district. Zoning amends the zoning map to include property that was not previously in the zoning jurisdiction or that was not previously included in the boundaries of a base district.

Rezoning amends the zoning map to change the base district classification of property that was previously zoned.

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

Section 21.01. Initiation of zoning or rezoning.

Zoning or rezoning of property may be initiated by the:

1. Council;
2. Planning and zoning commission;
3. Record owner;
4. Petition of:
   a. The owners of at least 51 percent of the land, by land area, in the proposed district; or
   b. At least 51 percent of the owners of individual properties in the proposed district.
      i. Property owned by the City of Alpine or other governmental entities shall be fully excluded from the area subject to petition of the owners, except such property may be included in support if it contains structures or features that contribute to the historic character of the district, as determined by the historic landmark commission. The amount of such property to be calculated as supporting shall not exceed one-third of the 51 percent of the land in the proposed district.

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

Section 21.02. Proposed district boundaries must be contiguous.

The boundaries of the districts proposed in a zoning or rezoning application must be contiguous.

The boundaries of the districts proposed in a zoning application may be noncontiguous if the zoning is

A. C0 as a buffer zone only between residential and commercial used as its intended purpose.

B. ~~initiated by the council or the planning and zoning commission i~~In alignment with the Texas Supreme Court established guidelines.

C. As outlined in the City Comprehensive Zoning Plan

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

Section 21.03 Jurisdiction.

The city council shall have jurisdiction with respect to all rezone requests. The planning and zoning commission shall review and submit a recommendation to the city council on all applications for rezoning.

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

Section 21.04. Application and fee.

1. Application for a rezone request shall be filed with the administrative official. The application shall include the following:
   a. Name and address of the owner and applicant.
   b. Address and legal description of the property.

2. If the applicant is not the legal owner of the property, a signed statement by the owner that the applicant is the authorized agent of the owner of the property.

3. An application for a ~~conditional use~~ rezone ~~permit~~ shall be accompanied by a fee set forth by the city council ~~in the amount of $350.00.~~ . Appendix B: Building Services Fee, 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.

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

Section 21.05. Concurrent applications.

Application for rezoning and a conditional use permit for the same property may be made concurrently, subject to the fee applicable for a rezoning and conditional use permit.

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

Section 21.06. Public hearing.

Within 60 days after filing of a completed application, the planning and zoning commission shall hold a public hearing on such application for a rezone request. Notice shall be given as prescribed in section 21.13. At the public hearing, the planning and zoning commission shall review the application and shall receive pertinent evidence concerning the proposed rezone and proposed conditions, particularly with respect to the findings prescribed in section 21.07.

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

Section 21.07. Recommendation of the administrative official.

The administrative official shall review each application and shall prepare a recommendation thereon which shall be filed with the planning and zoning commission and made available to the applicant at least five days prior to the public hearing.

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

Section 21.08. Action by the planning and zoning commission.

The planning and zoning commission shall act on the application within 20 days following the closing of the public hearing. The planning and zoning commission shall determine whether, in its opinion, the request is consistent with the objectives of these regulations and with the comprehensive plan, and shall recommend to the city council that the rezone request be enacted, or be denied.

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

Section 21.09. Review and evaluation criteria.

The planning and zoning commission and city council shall review and evaluate rezoning request applications using the following criteria:

1. Conformance with applicable regulations and standards established by the zoning regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, access and circulation features.
3. Potentially unfavorable affects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site for a permitted use.

4. Modifications to the zoning map which would result in increased compatibility, would mitigate potentially unfavorable impacts, would be necessary to conform to applicable regulations and standards and would protect the public health, safety, and general welfare.

5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to generated by the proposed rezone request and other uses reasonable and anticipated in the area; as well as existing zoning and land uses in the area.

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

Section 21.10. Actions by the city council.

1. Within 40 days following receipt of the recommendation of the planning and zoning commission, the city council shall hold at least one public hearing on the rezone request. Notice shall be given as prescribed in section 21.13.

2. Unless the council votes to deny a postponement request, a postponement of the public hearing on a zoning or rezoning application is automatically granted on the first request made by each of the following: staff, the applicant, or one interested party in opposition to the application.

3. A postponement request must be written and submitted to the city secretary not later than the seventh day before the scheduled public hearing. The request must specify the reasons for the postponement. The administrative official shall provide a recommendation on the validity of the postponement request.

   a. The city secretary shall enter an automatic postponement in the minutes with a notation of the identity of the party requesting the postponement.

   b. Unless otherwise approved by council, an interested party is limited to one postponement for a period of not more than 60 days from the date of the scheduled public hearing.

   c. The council shall set the time and date of the new hearing at the time a postponement is granted.

4. Within 20 days following the closing of a public hearing, the city council may grant a Rezone as the application was applied for, or may deny the application. The city secretary shall notify the applicant of its decision.

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

Section 21.11. Protest provisions.

If the planning and zoning commission has not recommended approval of the rezoning request, or if there is a protest against the request signed by the owners of 20 percent of the property immediately adjoining the same and extending 200 feet there from, such request shall not become effective except by the favorable vote of three-fourths of the members of the city council.

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

Section 21.12. Public notice procedure and fees.

Notice of a public hearing for consideration of a Rezone Application or Conditional Use Permit shall be as follows below.

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

Section 21.13. Procedure.

1. Notice of the initial hearing before the planning and zoning commission shall be given by publication of a legal notice in a newspaper of general circulation in Alpine, Texas at least 15 days prior to the date of the hearing.

2. Notice shall be given by mail to the applicant at least ten days prior to the date of the hearing.
3. Notice shall be given by mail to the owner of each site within 200 feet of the subject property at least ten days prior to the date of the hearing.
4. At the option of the building official, notice may be given by mail to the owner of any site more than 200 feet from the subject property at least ten days prior to the date of the hearing.
5. At the option of the building official, notice may be given by mail to any neighborhood organization having a potential interest in the application.
6. At the option of the building official, notice may be given by posting a notice on or adjacent to the subject property at least ten days prior to the date of the hearing.

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

Section 21.14. Waivers.

The intent of this section is further to ensure that no citizen or group is denied access to due process of law through an inability to pay for such services. When an individual or group requests an action under these regulations for which a fee is required, the City Manager is hereby authorized to inquire into hardships which may be caused by this payment of such fees and may instruct that all or part of such fee is to be waived.

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

Section 21.15. Refunds.

The fees established shall be non-refundable to the applicant, unless the request is completely withdrawn before the procedure of notices as set forth in section 20.13 have begun.

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

SCHEDULE OF DISTRICTS

Section I. Establishment of districts.

In order to regulate and restrict the locations of trades and industries and the location of buildings erected or altered for specified uses, and to regulate and limit the height and bulk of the buildings hereafter erected or altered, to regulate and determine the area of yards and other open spaces, and to regulate and limit the density of population, the City of Alpine is hereby divided into districts, of which there shall be nine known as:

"R-1"—One-Family District

"R-2"—Multi-Family District

"R-3"—Apartment District

"R-4"—~~Mobile Home District~~ Mixed Residential District

"C-1"—Neighborhood Commercial District

"C-1A"—Neighborhood Commercial District

"C-2"—Business District

"C-0"—Office Services District

"M-1"—Industrial District

The districts aforesaid and the boundaries of such districts are shown upon the map accompanying and a part of this ordinance, being designated as "Official Zoning Map," and said map and all the notations, references and other information shown thereon shall be as much a part of this ordinance as if the matters and information set forth by said map were all fully described herein.

Section II. "R-1"—One-family district.

A. This zone is intended to provide for low density living. In the R-1 district, no building or land shall be used and no building shall hereafter be erected or structurally altered, unless otherwise provided in this ordinance, except as described by the following:

Single-family residential (detached)

Local utility service

B. Uses permitted subject to conditional use permit. The following uses may be permitted, ~~some~~ all subject to a conditional use permit as provided in Section 20:

Bed and breakfast, VRBO

Day care services

Educational facilities*

Home occupations subject to approval of home occupation application provisions***

Libraries, museums

Municipal buildings, other city installations

Park**

Religious assembly

_____

*School, public or private, having a curriculum equal to a public elementary, high school or institution of higher learning.

**Public parks, playgrounds, golf courses (except miniature), public and community buildings.

***Excluding retail sales and retail sale or service of food in any form.

C. Each site in the R-1 district shall be subject to the following site development regulations:

Feature	Regulations
~~Lot size~~	~~7,000 square feet minimum~~
Lot width minimum	50 feet
Height maximum	2½ stories or 35 feet
Front yard minimum	25 ft*
Street side yard minimum	12 feet 6 inches*
Interior side yard minimum	5 feet*
Rear yard	~~25% of depth or not < 25 feet~~ 10 % of depth or not < 15 feet
Residential density	One primary dwelling unit per lot, not to include accessory structures
Minimum dwelling areas (Footprint of Home)	1000 Sq Ft
~~Maximum building coverage~~	~~40% primary structure~~
Maximum impervious coverage	~~49%~~ 60% all structures
Nonconforming uses	Section 4
Special yard regulations	Section VIII
Fences, walls and visibility	Section 6

Parking	2 ~~1~~ Off street minimum
Temporary/accessory building or structures	≤ 40% of required rear yard not to exceed height or bulk of primary structure
Home occupations	~~Section 20~~ Section 8
Carports	≤ 40% of required front/side/rear yard not to exceed height or bulk of primary structure

*No window sills, belt courses, cornices, and other architectural features will project within the setbacks stated above.

D. Modular home specifications:

(1) Modular homes must have a certified seal is set by the manufacturing housing standards classifying homes as "modular homes".

(2) All modular homes shall have the appearances and foundation structure of a site built home.

a. Masonite, hardy board, wood, brick or stucco types of siding shall be permissible. No type of crib walls for underpinning are allowed.

b. Under floor venting shall be installed as required in the ~~2012~~ adopted International Residential Code.

c. Foundation footings shall comply with minimum of 12-inch width and 12-inch depth unless certain soil types require more footing depth or width.

d. All exterior wall shall be supported on a continuous solid concrete footing placed on undisturbed soil with a stem wall of concrete or grouted masonry block (8x8x16) containing vertical #3 or #4 rebar, every four feet on center.

e. There shall be an exterior masonry (block) stem wall filled with concrete at every vertical rebar riser with the appropriate concrete anchor system installed. All exterior stem wall blocking on the last coarse shall be filled with concrete to form a bond beam. Column footings, pier pads must be 24-inch width, 24- inch length and 12- inch depth with #4 rebar with a 12-inch center grid. Blocking for pier pads shall be at least an 8x8x16 inch concrete block mortared or grouted into place with vertical rebar extending from the pier pad into the block courses.

f. All modular homes after completion shall have backfill material placed around the perimeter to facilitate drainage of water away from the building with a minimum fall of six inches within ten feet.

(Ord. No. 2023-12-02, § I(Exh. A), 1-2-24)

Section III. "R-2"—Multi-family district.

A. This zone is intended to provide for medium density living. ~~,for example., with not more than one (two bedroom) dwelling unit permitted for each 3,500 square feet of lot area. (See Site Development Regulations).~~ Additional uses necessary and incidental to multiple family residential dwellings are also permitted.

B. Principal permitted uses:

Cottage Court housing

Duplex

Local utility service

~~Group Residential*~~

R-1 single-family residential

Townhouses

Triplex

Quadplex

_____

*Two separate single-family structures on one lot.

The following uses may be permitted, ~~some~~ all subject to a conditional use permit as provided in Section 20.

Bed and breakfast, VRBO

Day care services

Educational facilities*

Home occupations subject to approval of home occupation application provisions***

Libraries, museums

Municipal buildings, other city installations

Park**

Religious assembly

_____

*, **, *** same as stated in R-1.

C. Each site in the R-2 district shall be subject to the following site development regulations for duplex or townhouses, Triplex & Quadplex:

Feature	Regulation
~~Lot size~~	~~7,000 square feet minimum~~
Lot width minimum	50 feet
Height maximum	2½ stories or 35 feet
Front yard minimum	25 feet*
Street side yard minimum	12 feet 6 inches*
Interior side yard minimum	5 feet*
Rear yard	~~20% of depth or not < 20 feet~~ 10 % of depth or not ≤ 15 feet
Minimum dwelling areas (living area only)	750 square feet (per dwelling unit)
~~Residential density~~	~~Minimum site area per dwelling units:~~ ~~1 Bedroom — 3,000 square feet~~ ~~2 Bedroom — 3,500 square feet~~
Maximum impervious coverage	~~49% all structures~~ 60% all structures
~~Maximum building coverage~~	~~32% of allotted space per unit~~
Nonconforming Uses	Section 4
Special yard regulations	Section VIII
Fences, walls and visibility	Section 6
~~Parking~~	~~Off street, 1 per unit minimum~~
Temporary/accessory building or structures	≤ 40% of required rear yard not to exceed height or bulk of primary structure
Home occupations	~~Section 20~~ Section 8
Carports	≤ 40% of required front/side/rear yard not to exceed height or bulk of primary structure

*No window sills, belt courses, cornices, and other architectural features will project within the setbacks stated above.

Section IV. "R-3"—Apartment district.

A. This zone is intended to provide for higher density living.~~, for example, with not more than one (two bedroom) dwelling unit permitted for each 3,500 square feet of lot area.~~ Additional uses necessary and incidental to multiple family residential dwellings are also permitted. It is a zone well suited as a buffer between single family uses and other more intense uses. This zone is typically associated with the medium density residential land use category, but is not allowed within other land use categories.

Principal permitted uses. Buildings, structures and lands shall be used, and buildings and structures shall hereinafter be erected, altered or enlarged only for the following uses:

Apartment houses

Cottage housing

Local utility service

Multiple family dwellings

R-1 Single-family residential

R-2 Duplex

~~R-2 group residential*~~

R-2 Townhouses

R-2 Triplex

R-2 Quadplex

_____

~~*Same as stated in R-2.~~

B. Uses permitted subject to conditional use permit. The following uses may be permitted subject to a conditional use permit as provided in Section 20.

Bed and breakfast, VRBO

Day care services

Educational facilities*

Home occupations subject to approval of home occupation application provisions***

Libraries, museums

Municipal buildings, other city installations

Religious assembly

_____

*, *** Same as stated in R-1.

C. Each site in the R-3 district shall be subject to the following site development regulations for Apartment houses & Multiple family dwellings:

Feature	Regulation
~~Lot size~~	~~7,000 square feet minimum~~
Lot width minimum	50 feet
Height maximum	3 stories or ≤ 45 feet
~~Front yard minimum~~	~~25 feet*~~

Street side yard minimum	~~≤ 2 stories same as R-1, > 2 stories additional 1 foot*~~ Must Meet IBC/IRC Code requirements
Interior side yard minimum	~~≤ 2 stories same as R-1, > 2 stories additional 1 foot*~~ Must Meet IBC/IRC Code requirements
~~Rear yard~~	~~20% of depth or not< 20 feet~~ 10 % of depth or not < 10 feet
~~One-family~~	~~4,000 square feet~~
~~Two-family~~	~~5,000 square feet~~
~~> two families~~	~~+ 500 square feet per family~~
Maximum impervious coverage	Interior lot ~~55~~70%, corner lot 75~~46~~%
~~Maximum building coverage~~	~~Interior lot 45%, corner lot 40%~~
Nonconforming uses	Section 4
Site development regulations	R-3 apartment use requires submittal of architectural plans.
Special yard regulations	Section VIII
Fences, walls and visibility	Section 6
Parking	Off street, 1 per dwelling unit minimum
Home occupations	~~Section 20~~ Section 8

*No window sills, belt courses, cornices, and other architectural features will project within the setbacks stated above.

Section IV-A. "R-4"—~~Mobile home~~ Mixed Residential district.

A. This zone is intended to provide homes with a smaller footprint and offer more affordable housing including manufactured units in one or more modules at a site other than the home site. Additional uses necessary and incidental to the operation of a residential dwelling are also permitted. This zone is typically associated with the low and medium density residential land use category and is not permitted in other land use categories.

Principal permitted uses. Buildings, structures and lands shall be used and structures shall hereinafter be erected, altered, or enlarged only for the following uses:

Casita Style Housing

Cottage housing

HUD Code manufactured homes**

Local utility service

R-1 Single-family residential

R-2 Duplex

~~Group Residential**~~

~~R-2 Group Residential*~~

R-2 Townhouses

R-2 Triplex

R-2 Quadplex

_____

*Same as stated in R-2.

**Two separate single-family structures on one lot.

**HUD Code manufactured home compliance: Certificate of occupancy shall not be issued until compliance with the Texas Department of Housing and Community Affairs/Manufactured housing Division: Administrative Rules of the Texas Department of Housing and Community Affairs 10 Texas Administrative Code, Chapter 80.

B. Uses permitted subject to conditional use permit. The following uses may be permitted subject to a conditional use permit as provided in Section 20.

Bed and Breakfast, VRBO

Day care services

Home occupations subject to approval of home occupation application provisions***

New concept housing****

Religious assembly

_____

***Same as stated in R-1.

****housing built with non-standard building practices such as: connex containers, rammed earth, papercrete, hay bale, and those not specifically addressed in the building code.

Each lot in the R-4 district shall be subject to the following site development regulations for HUD Code manufactured homes:

Feature	Regulation
~~Lot size~~	~~7,000 square feet minimum~~
Lot width	50 feet
Height	1 story
Front yard	20 feet*
Street side yard	12 feet 6 inches*
Interior side yard	5 feet*
Rear yard	~~18% or ≤ 25 feet~~ 10 % of depth or not < 15 feet
Residential density	1 ~~mobile~~ manufactured home per lot
Minimum dwelling area	850 square feet
Maximum impervious area	~~56% all structures~~ 49% all structures
Nonconforming uses	Section 4
Special yard regulations	Section VIII
Fences, walls and visibility	Section 6
~~Parking~~	~~Off street, 1 per unit minimum~~
Home occupations	Section 20
Manufactured home skirting	Required within 90 days of occupancy**
Temporary/accessory building or structures	≤ 40% of required rear yard not to exceed height or bulk of primary structure
Carports	≤ 40% of required front/side/rear yard not to exceed height or bulk of primary structure

*No window sills, belt courses, cornices, and other architectural features will project within the setbacks stated above.

**All mobile homes and prefabricated units shall be skirted on all four sides with a material that is compatible in strength and decor with the main structure.

Each lot in the R-4 district shall be subject to the following site development regulations for Casita style housing:

Feature	Regulation

Lot width	50 feet
Height	2 stories or 35 feet
Front yard	20 feet*
Street side yard	12 feet 6 inches*
Interior side yard	5 feet*
Rear yard	10 % of depth or not < 15 feet
Minimum Residential density	1 Casita style Homes per lot
Minimum dwelling area	500 square feet
Maximum impervious area	60% all structures
Nonconforming uses	Section 4
Special yard regulations	Section VIII
Fences, walls and visibility	Section 6
Home occupations	~~Section 20~~ Section 8
Temporary/accessory building	≤ 40% of required rear yard not to exceed height or bulk of primary structure
Carports	≤ 40% of required front/side/rear yard not to exceed height or bulk of primary structure

C. Casitas must be built to the adopted Code requirements. Casitas are considered single family homes with a smaller footprint. They must be built on a permanent foundation (not moveable). The Modular home specifications requirements found in the R-1 section (D) applies to this type of housing.

Section V. "C-1"—Neighborhood commercial district.

A. This zone is intended to provide for the establishment of restricted commercial facilities, to serve the conveniences and needs of the immediate neighborhood and must be compatible with the residential character and environment of the neighborhood. These uses generally result in limited traffic generation.

Principal permitted uses. Building, structures and lands shall be used, and buildings and structures shall hereinafter be erected, altered or enlarged only for the following:

Automatic laundry

Automobile parking lots

Auto repair garage

Automobile, truck and bus service and repairs

Bakery ~~employing not more than five persons~~

Bank

Barber and beauty shops

Billiard or pool hall

Cafeteria

Cleaning and pressing shops

Clinic

Drug Store

Filling station

Florist shops

Galleries

Grocery

Ice retail distributing~~, no manufacture~~

Mortuaries

Motel and tourist courts

Moving picture theater, not drive-in

Office

R-1 single family residential

R-2 multi-family residential

R-3 Apartment District

Radio repair and sales

Radio studio

Real estate office

Restaurant, bars and taverns

Shoe repair

Stores and shops for custom work of the making of articles to be sold at retail on the premises only.

Stores and shops for retail only

Studio (art, music, photography)

Taxidermy

Used car lot (car dealership)

Washateria

Any other retail use provided such use in not noxious or offensive by reason of the emission of odors, soot, dust, noise, gas, fumes of vibration, but excluding such uses as are enumerated in the business and industrial districts.

_____

*~~None of these stores or uses shall be open for business before 7:00 a.m a,m. nor 12:00 p.m., on any day of the week, .~~ Prohibited: None of the uses shall be open for business from 12:00 a.m. (Midnight) on any given day until 7:00 a.m. the following day on any business or use adjacent to a residentially zoned property, except by special permit of the city council

B. Each site in the C-1 district shall be subject to the following site development regulations:

Feature	Regulation
~~Lot size~~	~~7,000 square feet minimum~~
Lot width	50 ft
Height	2½ stories or 35 feet
Front yard	25 feet*
Street side yard	12 feet 6 inches*
Interior side yard	5 feet*
Rear yard	10 % of depth or not < 15 feet
Maximum impervious coverage	N/A
Maximum building coverage	N/A
Nonconforming uses	Section 4
Special yard regulations	Section VIII
Fences, walls and visibility	Section 6

Parking	1 space for each 400 square feet, 1 additional space for each 1,000 square feet above first floor
Signs	Sign Ordinance

*No window sills, belt courses, cornices, and other architectural features will project within the setbacks stated above

Section Va. "C-1A"—Neighborhood commercial district.

A. Principal permitted uses. Building, structures and lands shall be used, and buildings and structures shall hereinafter be erected, altered or enlarged only for the following:

~~Automatic laundry~~

~~Automobile parking lots~~

~~Bakery employing not more than five persons~~

~~Bank~~

~~Barber and beauty shops~~

~~Billiard or pool hall~~

C-1—Neighborhood commercial district

Cabinetmaker

Carpenter Shop

~~Cafeteria~~

Campground

~~Clinic~~

~~Cleaning and pressing shops~~

~~Drug store~~

~~Filling station~~

~~Florist shops~~

~~Grocery~~

~~Ice retail distributing, no manufacture~~

~~Manufactured housing, manufactured housing park, and recreational vehicle parks~~

~~Mortuaries~~

~~Motel and tourist courts~~

~~Moving picture theater, not drive-in~~

~~Office~~

Motorcycle repairing

Paint shop

~~R-1 single-family residential~~

~~R-2 multi-family residential~~

~~R-4 mobile home district~~

~~Radio repair and sales~~

~~Real estate office~~

Recreational vehicle park

~~Restaurant and taverns~~

~~Radio studio~~

~~Shoe repair~~

~~Stores and shops for retail only~~

~~Stores and shops for custom work of the making of articles to be sold at retail on the premises only.~~

~~Studio (art, music, photography)~~

~~Washateria~~

Any other retail use provided such use in not noxious or offensive by reason of the emission of odors, soot, dust, noise, gas, fumes of vibration, but excluding such uses as are enumerated in the business and industrial districts.

B. Each site not used for ~~manufactured housing park or~~ recreational vehicle park in the C-1A district shall be subject to the following site development regulations:

Feature	Regulation
~~Lot size~~	~~7,000 square feet minimum~~
Lot width	50 feet
Height	2½ stories or 35 feet
Front yard	25 feet*
Street side yard	12 feet 6 inches*
Interior side yard	5 feet*
Rear yard	10 % of depth or not < 15 feet
Maximum impervious coverage	N/A
Maximum building coverage	N/A
Nonconforming uses	Section 4
Special yard regulations	Section VIII
Fences, walls and visibility	Section 6
Parking	1 space for each 400 square feet, 1 additional space for each 1,000 square feet above first floor and/or to the adopted Code requirements
Signs	Sign Ordinance

~~C. Each manufactured home park in the C-1A district shall be subject to the following site development regulations:~~

~~Feature~~	~~Regulation~~
~~Site area~~	~~1 acre minimum~~
~~Minimum site density~~	~~6 space minimum~~
~~Individual site area~~	~~5,376 square feet~~
~~Manufactured home space width~~	~~42 feet~~
~~Depth~~	~~128 feet~~
~~Front yard~~	~~20 feet*~~
~~Street side yard~~	~~≥ 10 feet~~
~~Interior side yard~~	~~5 feet*~~
~~Rear yard~~	~~15 feet~~
~~Driveway Requirement~~	~~Homes shall abut driveway not < 12 feet in width, which shall have unobstructed access to a public street.~~

	~~Entrances and exits to a public street or highway must meet approval of the city.~~
~~Height~~	~~1 story~~
~~Fire protection~~	~~No open fires~~
~~Parking~~	~~1 off-street per unit~~
~~Fences, walls and visibility~~	~~Section 6~~
~~Open space requirements~~	~~10% of the total park area for active and passive recreation~~
~~Skirting~~	~~Required within 90 days of occupancy* **~~

~~*All mobile homes and prefabricated units shall be skirted on all four sides with a material that is compatible in strength and decor with the main structure.~~

~~**HUD Code Manufactured Home Compliance: Certificate of Occupancy shall not be issued until compliance with the Texas Department of Housing and Community Affairs/Manufactured housing Division: Administrative Rules of the Texas Department of Housing and Community Affairs 10 Texas Administrative Code, Chapter 80.~~

~~D. *Register of occupants.* It shall be the duty of each licensee under the provisions of the article to keep a register containing a record of all manufactured housing owners and occupants located within the manufactured housing park. The register shall contain the following information:~~

~~1. The name and address of each manufactured housing occupant.~~

~~2. The license number and owner of each manufactured housing.~~

~~The park shall keep the registration available for inspection at all times by law enforcement officials, public health officials and other officials whose duties necessitate acquisition of the information contained in the register. The register records shall not be destroyed from a period of three years following the date of registration.~~

~~E. *Supervision.* A responsible attendant or care taker, owner or operator shall be in charge of a park at all times to keep the manufactured housing park, its facilities and equipment in a clean orderly and sanitary condition. The attendant or caretaker, owner or operator shall be responsible, with the licenses, for any violation of the provisions of this article.~~

~~F. *Required.* It shall be unlawful for any person to maintain or operate a manufactured housing park within the limits of the city unless such person shall first obtain a license.~~

~~G. *Application.* Application for a manufactured housing park license shall be filed with the administrative official. The application and all accompanying plans and specifications shall be in writing, signed by the applicant and shall include the following:~~

~~1. The name and address of the applicant.~~

~~2. The location and legal description of the manufactured housing park.~~

~~3. A complete plan of the park showing compliance with the requirements of this article.~~

~~4. Plans and specifications of all building and other improvements constructed or to be constructed within the manufactured housing park.~~

~~5. A fee for application and license of $500.00.~~

~~H. *Application of nonconforming mobile home space.* Upon a written application of the owner, a legal nonconforming manufactured housing space as defined herein may be registered as such. Such application shall contain a site plan. If the city official is satisfied with the correctness of the information contained therein, the administrative official shall register such space(s) as legal nonconforming manufactured housing spaces and a record of such registration shall be maintained in the planning and inspection department. Upon making a determination of the accuracy of the information contained therein, the administrative official is authorized and directed to place or cause to be placed upon every manufactured housing occupying legal nonconforming space as of the date of such determination, a weather resistant sticker containing such information as is deemed necessary by the administrative official for proper enforcement.~~

~~I. *Registration period, applicable provisions.* Any person owning a manufactured housing park having therein a manufactured housing space(s) in existence, as evidence by utility hookups, on the effective date of this chapter shall have a period of six months from such date to register such space or spaces and have same designated as legal nonconforming spaces. The failure to timely file a completed application for such designation will result in the loss of any nonconforming rights.~~

~~J. *Newly annexed territory, applicable provisions.* With regard to any newly annexed territory, the owners of any manufactured housing spaces contained therein shall have a period of six months from the date annexation is completed to apply for registration as a legal nonconforming space.~~

~~K. *Transfer of ownership to legal nonconforming space.* The designated legal nonconforming space shall run with the land and the transfer of ownership in property so designated shall in no way work to terminate the nonconforming status of such property. Provided however, when an individual owning a registered legal nonconforming manufactured housing space transfers ownership in the same by any means, notice shall be given to the administrative official within six months after the title thereto is transferred.~~

~~L. *Nonconforming space coverage.* No more than 50 percent of the total square footage of any legal nonconforming manufactured housing space may be covered by any manufactured housing placed thereon. The total floor area excluding the hitch shall be used in the computation of space coverage.~~

~~M. *Violation; penalty; additional remedy.* A person who violates this chapter is guilty of a separate offense for each day or portion of a day on which the violation is committed, and each offense is punishable at $100.00 a day. A person violating any provision of this chapter may be enjoined by a suit filed by the city in a court of competent jurisdiction, and this remedy is in addition to any other penalty provision.~~

C. ~~N~~. Each recreational vehicle park in the C-1A district shall be subject to the following site development regulations:

Feature	Regulation
Site area	1 acre minimum
Maximum site density	30-space maximum per acre
Individual site area	1,250 square feet
Recreational vehicle space width	25 feet
Depth	50 feet
Fences, walls and visibility	Section 6
Open space requirements	10% of the total park area for active and passive recreation
Fire protection	No open fires
Driveway requirement	~~Homes~~ Each recreational vehicle shall abut to a driveway not < 12 feet in width, which shall have unobstructed access to a public street. Entrances and exits to a public street or highway must meet approval of the city.

D. ~~O.~~ *Water supply.* An adequate supply of pure water for drinking and domestic purposes shall be supplied to meet the requirements of the park including backflow protection.

E. ~~P.~~ *Sewage; waste disposal.* Each R.V. space shall be provided with a trapped sewer and individual clean-out at least three inches in diameter, which shall be connected to receive the R.V. facilities.

F. ~~Q.~~ *Sanitation facilities in parks allowing temporary overnight parking.* Each park that allows temporary overnight parking shall be provided with toilets, baths or showers, shop sinks, and other sanitation facilities which shall conform to the following requirements:

~~1. The toilet and other sanitation facilities for males and females shall either be in separate buildings or shall be separated, if in the same building, by a soundproof wall.~~

~~2. Toilet facilities for males shall consist of not less than one flush toilet and one urinal for every 15 dependent R.V.'s, one shower or bathtub with individual dressing accommodations for every ten dependent R.V.'s and one lavatory for every ten dependent R.V.'s.~~

~~3. Toilet facilities for females shall consist of not less than one flush toilet for every ten dependent R.V.'s, one shower or bathtub with individual dressing accommodations for every ten dependent R.V.'s, and one lavatory for every ten dependent R.V.'s.~~

~~4. Each toilet and each shower or bathtub with individual dressing accommodation and handicap accessibility shall be in a private compartment.~~

1. ~~5.~~ Service buildings housing the toilet facilities shall be permanent structures complying with all applicable laws and statutes regulating buildings, electrical installations and plumbing and sanitation systems.

2. ~~6.~~ Service buildings housing the toilet facilities shall be located not closer than ten feet nor farther than 300 feet from any R.V.s.

3. ~~7.~~ The service buildings shall be ~~lighted~~ illuminated at all times of the day and night, shall be well ventilated with screened openings, shall be constructed of such moisture proof material and shall be maintained at a temperature of at least 68 degrees Fahrenheit. The floors of the service buildings shall be of water impervious material.

4. ~~8.~~ All services buildings and the grounds of the park shall be maintained in a clean, ~~slightly~~ sightly condition and kept free of any condition that will menace the health of any occupant or the public or constitute a nuisance.

G. ~~R.~~ *Register of occupants.* It shall be the duty of each licensee under the provisions of the article to keep a register containing a record of all R.V. owners and occupants located within the R.V.'s park. The register shall contain the following information:

1. The name and address of each R.V. owner or occupant.

2. The license number and owner of each R.V.

The park shall keep the registration available for inspection at all times by law enforcement officials, public health officials and other officials whose duties necessitate acquisition of the information contained in the register. The register records shall not be destroyed for a period of three years following the date of registration.

H. ~~S.~~ *Supervision.* A responsible attendant or care taker, owner or operator shall be in charge of a park at all times to keep the R.V. park, its facilities and equipment in a clean, orderly and sanitary condition. The attendant shall be answerable, with the licenses, for any violation of the provisions of this article.

I. ~~T.~~ *Required.* It shall be unlawful for any person to maintain or operate a R.V. park within the limits of the city unless such person shall obtain a license.

J. ~~U. *Application.* Application for a R.V. park license shall be filed with the administrative official. The application and all accompanying plans and specifications shall be in writing, signed by the applicant and shall include the following:~~

~~1. The name and address of the applicant.~~

~~2. The location and legal description of the R.V. park.~~

~~3. A complete plan of the park showing compliance with the requirements of this article.~~

~~4. Plans and specifications of all building and other improvements constructed or to be constructed within the R.V. park.~~

~~5. A fee for application and license of $500.00.~~

Certificate of Occupancy. Recreational Vehicle parks shall obtain a Certificate of Occupancy issued by the Building Services Department filed with the City of Alpine.

K. ~~V.~~ *Application of nonconforming space.* Upon a written application of the owner, a legal nonconforming R.V. park as defined herein may be registered as such. Such application shall contain a site plan. If the city official is satisfied with the correctness of the information contained therein, the building official shall register such R.V. park as legal nonconforming and a record of such registration shall be maintained in the ~~planning and inspection~~ Building Services department.

L. ~~W.~~ ~~*Registration*~~ *Certificate of Occupancy period, applicable provisions.* Any person owning an R.V. park having ~~therein~~ an R.V. park space(s) in existence, as evidence by utility hookups, on the effective date of this chapter shall have a period of six months from such date to ~~register such R.V. park~~ obtain a Certificate of Occupancy ~~and have same designated as legal nonconforming spaces.~~ The failure to timely file a completed application for such designation will result in the loss of any nonconforming rights.

M. ~~X.~~ *Newly annexed territory, applicable provisions.* With regard to any newly annexed territory, the owners of any R.V. park contained therein shall have a period of six months from the date annexation is completed to apply for ~~registration~~ Certificate of Occupancy as a legal nonconforming.

~~Y. *Transfer of ownership to legal nonconforming space.* The designated legal nonconforming park shall run with the land and the transfer of ownership in property so designated shall in no way work to terminate the nonconforming status of such property. Provided however, when an individual owning a registered legal nonconforming R.V. park transfers ownership in the same by any means, notice shall be given to the administrative official within six months after the title thereto is transferred.~~

N. ~~Z.~~ *Violation; penalty; additional remedy.* A person who violates this article is guilty of a separate offense for each day or portion of a day on which the violation is committed, and each offense is punishable at $100.00 a day. A person violating any provision of this chapter may be enjoined by a suit filed by the city in a court of competent jurisdiction, and this remedy is in addition to any other penalty provision.

Section VI. "C-2"—Business district.

A. Principal permitted uses. Building, structures and lands shall be used, and buildings and structures shall hereinafter be erected, altered or enlarged only for the following uses:

Any use permitted in C-1

~~Auto repair garage~~

~~Automobile, truck and bus service and repairs~~

Baggage, transfer, storage, and warehouse

~~Cabinetmaker~~

~~Carpenter Shop~~

Carpet cleaning

Ice manufacture

Lumber yard

~~Motorcycle repairing~~

~~Paint shop~~

R-1 single-family residential

R-2 multi-family residential

R 3 Apartment District

Sheet metal shop

Stone monument works, retail only

Storage warehouse

Taxicab storage and repair

~~Used car lot~~

Any other retail or wholesale use provided such use in not noxious or offensive by reason of emission of odors, soot, dust, noise or vibrations, nut excluding such uses are enumerated in the industrial district

B. Each site in the C-2 District shall be subject to the following site development regulations:

Feature	Regulation
~~Lot size~~	~~5,000 square feet minimum~~
Lot width	50 feet
Height	3 stories or 35 feet
Front yard	N/A
Street side yard	N/A
Interior side yard	N/A

Section VI-A. "C-0"—Office services district.

A. *Purposes of district.* The office services district is designed to permit those business and professional services that serve primarily the nearby residential areas or adjacent retail and commercial establishments. Activity is characterized by a relatively low daily volume of direct customer contact. The regulations of the district are designed to permit the allowed uses while providing protections to adjacent residential development. The district may be located appropriately either as a buffer between residential and more intensive commercial or industrial uses, or as freestanding zone placed for maximum efficiency of service to surrounding residential uses.

Principal permitted uses. Building, structures and lands shall be used, and buildings and structures shall hereinafter be erected, altered or enlarged only for the following uses:

Beauty shop

Dental, medical and optical laboratories.

Health service facilities: Clinics, offices for dentists, doctors and other practitioners of the healing arts licensed or similarly recognized under the laws of the State of Texas

Office, business: Any office in which goods, wares or merchandise are not commercially sold or exchanged

Office, professional: Accountant, architect, engineer, lawyer, surveyor, or realtor.

Offices for specialists in supportive health fields such as physical, audio and speech therapy, physiotherapy, podiatry, and psychological testing and counseling.

R-1 Single family ~~residential~~ district

R-2 Two family district

R 3 Apartment district

Studio: for professional work or teaching of any form of commercial or fine arts, photography, music, and drama dance.

Each site in the C-0 district shall be subject to the following site development regulations:

Feature	Regulation
~~Lot size~~	~~7,000 square feet minimum~~
Lot width	50 feet
Height	2½ stories or 35 feet
Front yard	25 feet
Street side yard	12 feet 6 inches
Interior side yard	5 feet
Parking	1 off street minimum, 1 for every 400 square feet of commercial use
Site development regulations	Property use category defines site regulations

~~B. *Accessory uses.* Any use may be established as an accessory use to any permitted principal use, provided that such accessory use:~~

~~(a) Is customarily incident to and is maintained and operated as a part of the principal use; and~~

~~(b) Is not hazardous to, and does not impair the use or enjoyment of, the nearby property in greater degree than the principal use with which it is associated; and~~

~~(c) Does not create levels of noise, odors, vibration and lighting, or degrees of traffic congestion, dust or other pollutants, in a greater amount than that customarily created by the principal use; and~~

~~(d) Is located behind the minimum front and side street building setback lines, except that parking areas may extend to the property lines along front and side streets.~~

(Ord. No. 2015-06-02A, 7-16-2015)

Section VII. "M-1"—Industrial district.

A. *Purposes of district.* M-1 is a manufacturing zone intended for limited manufacturing and limited industrial uses.

B. *Principal permitted uses.* Building, structures and lands shall be used, and buildings and structures shall hereinafter be erected, altered or enlarged only for the following uses:

C-1 neighborhood commercial district*

C-2 business district*

Assembly plants

Automobile painting and reconditioning, body and fender work, and truck or tractor repairing or overhauling when enclosed within solid masonry walls not less than six feet in height.

Bakeries, wholesale

Bottling plants

Breweries and distilleries

Cabinet shops and furniture manufacture

Canning and packing

Canvas product manufacture

Cereal factories

Cleaning and dyeing plants

Cosmetic manufacture

Creameries

Electroplating

Feed and fuel yards when enclosed with solid masonry walls not less than six feet in height

Food products manufacture

Fruit and vegetable packing plants

Garment manufacture

Ice and cold storage and manufacture

Laboratories, experimental and the like

Laundries

Machine, welding, and blacksmith shops, excluding the use of equipment producing undue noise or vibration

Public utility service yards and electric receiving and transforming stations

Radio manufacture and assembly and electric receiving and transforming stations

Rug and carpet cleaning

Storage of goods, materials, liquids and equipment (except the bulk storage of matter or materials such as gasses, or chemical substances which are flammable or explosive, pose a danger to residents, may create dust, toxic, odor or fumes)

Wholesale buildings

C. *Site development regulations.* Each site in the M-1 district shall be subject to the following site development regulations:

The following uses shall be permitted in the M-1 zone provided site plans are approved by the building official or an approved authority:

Open storage. Not more than 20 percent of the lot or tract may be used for open storage of products, materials or equipment, all of which shall be screened (not visible) from adjoining properties or streets.

D. *Conditional uses.* The following uses may be permitted, provided they meet the provisions of, and a conditional use permit is issued:

Distilleries

Breweries

Central mixing plants for asphalt, concrete, or other paving materials

Animal kennels with outdoor runs

Automotive rental

Building trades contractor within a completely enclosed building, with storage yard for materials and equipment

E. *Limitations of uses.* The following uses shall not be permitted within this district:

"High risk or hazardous industrial use" means any industrial use whose operation, involves a much higher than average risk to public health and safety. These uses include but are not limited to facilities where significant amounts of radiation, radioactive materials, highly toxic chemicals, or substances, or highly combustible or explosive materials are present, used, produced, stored, or disposed of. All uses shall not disseminate dust, gases, noxious odors, obnoxious by reason of sound, fumes, smoke, glare, harmful to humans or animals, pose a danger, obnoxious odors, combustible materials, or anything considered high hazard by the adopted code.

F. *Buffer area regulations.* Whenever the industrial district (M-1) abuts a residentially zoned district, a landscape buffer zone of not less than 25 feet in depth shall be provided from the lot line. No buildings or structures, parking, loading or storage shall occur in the buffer area and such shall be landscaped to provide visual acoustical privacy to adjacent property.

* Excluding residential uses

(Ord. No. 2024-02-02, § I(Exh. A), 2-20-24)

Section VIII. Additional use, height and area regulations and exceptions.

A. *Use regulations.*** On all existing rights-of-way of railroad companies, regardless of the zoning district in which such rights-of-way are located, railroad tracks and accessories to railroad movement may be constructed or maintained.

B. *Height and area regulations.* Radio or television towers or necessary mechanical appurtenances, may be erected to a height exceeding in height in accordance with ordinances which may be hereafter adopted by the city only accompanied with a variance approved from the city council.

C. *Area regulations.* A side yard of not less than 25 feet on the side of the lot adjoining any residential zone (R-1, R-2, R-3 and R-4), shall be provided for all schools, libraries, churches, community houses, clubs and other public or semi-public buildings hereafter erected or structurally altered.

* Excluding residential uses

Feature	Regulation
~~Lot size~~	~~5,000 square feet minimum~~
Lot width	50 feet
Height	3 stories or 35 feet
Front yard	25 feet
Street side yard	15 feet
Interior side yard	a) 25 feet adjacent to residential district b) 10 feet nonresidential district
Rear yard	15 feet
Signs	See sign ordinance
Maximum impervious coverage	85%
Maximum building coverage	Percentage of total lot, 75%

(Ord. No. 2024-02-02, § I(Exh. A), 2-20-24)

Cross reference(s)—Businesses, Ch. 22.

EXHIBIT "B"

EDITOR'S NOTE:

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

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

Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means a sign which no longer identifies or advertises a bona fide business, lessor, service, owner, product or activity, and/or for which no legal owner can be found. A sign structure that has ceased to be used, and the owner intends no longer to have used, for the display of sign copy, or otherwise defined by state law.

Administrator means the code administrator, code enforcement officer, committee or board so designated, or their representative.

Animated sign ~~(see also and note difference from "Changeable sign") means a sign, or display, manifesting either kinetic or illusionary motion occasioned by natural, manual, mechanical, electrical or other means. Animated signs include the following types:~~

~~(1) *Naturally energized sign* means a sign whose motion is activated by wind or other atmospheric impingement. Wind driven signs include flags, banners, pennants, streamers, spinners, metallic disks or other similar devices designed to move in the wind.~~

~~(2) *Mechanically energized sign* means a sign manifesting a repetitious preprogrammed physical movement or rotation in either one or a series of planes activated by means of mechanically based drives.~~

~~(3) *Electrically energized sign* means an illuminated sign whose motion or visual impression of motion is activated primarily by electrical means. Electrically energized animated signs are of two types:~~

~~a. *Flashing sign* means an illuminated sign exhibiting a preprogrammed repetitious cyclical interruption of illumination from one or more sources in which the duration of the period of illumination (on phase) is either the same as, or less than, the duration of the period of darkness (off phase), and which the intensity of illumination varies from zero (off) to 100 percent (on during the programmed cycle).~~

~~b. *Illusionary movement sign* means an illuminated sign exhibiting the illusion of movement by means of a preprogrammed repetitious sequential switching action in which illuminated elements of the sign are turned on or off to visually simulate the impression of motion characteristic of chasing, running, blinking, oscillating, twinkling, scintillating or expanding and contracting light patterns.~~

A sign employing actual motion or the illusion of motion. Animated signs, which are differentiated from changeable signs as defined and regulated by this code, include the following types:

Electrically activated. Animated signs producing the illusion of movement by means of electronic, electrical or electro-mechanical input and/or illumination capable of stimulating movement through employment of the characteristics of one or both of the classifications noted in items 1 and 2 as follows:

1. Flashing. Animated signs or animated portions of signs where the illumination is characterized by a repetitive cycle in which the period of illumination is either the same as or less than the period of non-illumination. For the purposes of this ordinance, flashing will not be defined as occurring if the cyclical period between on and off phases of illumination exceeds 4 seconds.
2. Patterned illusionary movement. Animated signs or animated portions of signs where the illumination is characterized by simulated movement through sequential activation of various illuminated elements for the purpose of producing repetitive light patterns designed to appear in some form of constant motion.

Environmentally activated. Animated signs or devices motivated by wind, thermal changes or other natural environmental input. Includes spinners, pinwheels, pennant strings, and/or other devices or displays that respond to naturally occurring external motivation.

Mechanically activated. Animated signs characterized by repetitive motion and/or rotation activated by a mechanical system powered by electric motors or other mechanically induced means.

Architectural Projection. Any projection that is not intended for occupancy and extends beyond the face of an exterior wall of a building but that does not include signs as defines herein. See also *"Awning," "Backlit Awning,"* and *"Canopy, Attached"* and *"Free standing".*

"A" Frame Sandwich board Sign. A frame sandwich board signs, also known as A-frame signs, are a type of **freestanding; portable sign that is used to promote businesses and events**. They are made up of two panels that are connected by a hinge, which allows the panels to be opened and closed like a book.

Area (see "Sign, area of").

Assembly or meeting room means a room or portion of a building used for gathering together of 50 or more persons for such purpose as deliberation, education, instruction, worship, entertainment or amusement.

Awning means ~~a shelter projecting from, and supported by, the exterior wall of a building, constructed of nonrigid materials on a supporting framework (compare "Marquee").~~ An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or nonrigid materials and/or fabric on a supporting framework that may be either permanent or retractable, including such structures that are internally illuminated by fluorescent or other light sources.

Awning sign ~~means a sign painted on, printed on or attached flat against the surface of an awning.~~ A sign displayed on or attached flat against the surface of an awning. See also *"Wall Or Fascia Sign."*

Back lit awning ~~(see "Electric awning sign").~~ An awning with a translucent covering material and a source of illumination contained within its framework.

Banner A flexible substrate on which a copy or graphic may be displayed.

Banner sign ~~means a sign made of fabric, or any nonrigid material, with no enclosing framework.~~ A sign utilizing a banner as its display surface.

Billboard (see "Off-premises sign" and "Outdoor advertising sign").

Building Elevation. The entire side of a building, from ground level to the roofline, as viewed perpendicular to the walls on that side of the building.

~~*Blade sign* (see "Ground sign").~~

Canopy~~, building,~~ (Attached) ~~means a rigid~~ A multisided overhead structure or architectural projection supported by attachments to a building on one or more sides and either cantilevered from such building or supported by columns at additional points. The surface(s) and/or soffit of an attached canopy may be illuminated by means of internal or external sources of light. ~~covered with fabric, metal or other material, and supported by a building at one or more points or extremities, and by columns or posts embedded in the ground at other points or extremities and may be illuminated by means of internal or external sources (compare "Marquee").~~

Canopy, freestanding, means a ~~rigid~~ multisided overhead structure supported by columns, but not enclosed by walls. The surace(s) and/or soffits of a free-standing canopy ~~covered with fabric, metal or other material, and supported by columns or posts embedded in the ground and~~ may be illuminated by means of internal or external sources.

Canopy sign means a sign affixed or applied to the visible surface(s) of an attached or free-standing canopy. ~~exterior wall facing surface of a building or freestanding canopy.~~

Changeable sign ~~means~~ a sign with the capability of content change by means of manual or remote input, including signs that are: ~~whose informational content can be changed or altered by manual or electric, electro-mechanical or electronic means. Changeable signs include the following types:~~

(1) *Manually activated* Changeable sign where the message or copy or content can be changed manually. means signs that show alphabetic, pictographic or symbolic informational content and can be changed or altered by manual means.

(2) *Electrically activated* Changeable sign where the message or copy or content can be changed by means remote electronically energized on-off switching combinations of alphabetic or pictographic components arranged on a display surface. Illumination may be integral to the components, such as characterized by lamps or other light emitting devices; or it may be from an external light source designed to reflect off the changeable component display. See also *"Electronic message sign or center."* ~~means signs whose alphabetic, pictographic or symbolic informational content can be changed or altered on a fixed display surface composed of electrically illuminated or mechanically driven changeable segments and includes the following two types:~~

~~a. *Fixed message electronic signs* means signs whose basic informational content has been preprogrammed to include only certain types of information projection, such as time, temperature, predictable traffic conditions or other events subject to prior programming.~~

~~b. *Computer controlled variable message electronic signs* means signs whose informational content can be changed or altered by means of computer-driven electronic impulses.~~

City means the City of Alpine and/or any jurisdiction of the city outside the city boundaries, unless the context clearly discloses a contrary intent.

Clear sight triangle means an area enclosed within an isosceles triangle having equal sides of 25 feet with the apex of the triangle at the point where two abutting streets meet.

Clearance (of a sign) means the smallest vertical distance between the grade of the adjacent street, highway or street curb and the lowest point of any sign, including framework and embellishments.

Construction sign means a temporary sign identifying an architect, project, contractor, subcontractor and/or material supplier participating in construction on the property on which the sign is located.

Copy ~~means~~ Those letters, numerals, figures, symbols, logos, and graphic elements comprising the content or message of a sign, excluding numerals identifying a street address only. ~~the graphic content of a sign surface in either permanent or removable letter, pictograph, symbolic or alphabetic form.~~

Development complex sign. A free-standing sign identifying a multiple-occupancy development, such as s shopping center, planned industrial park, that is controlled by a single owner or landlord, approved in accordance with the code.

Directional/information sign Any sign that is designed and erected for the purpose of providing direction and/or orientation for pedestrian or vehicular traffic. ~~means an on-premises sign giving directions, instructions or facility information, and which may contain the name or logo of an establishment but no advertising copy, e.g., parking or exit and entrance signs. Informational signs may contain the name or logo provided that the name or logo may not comprise more than 30 percent of the total sign area, which is three square feet per sign.~~

Double-faced sign ~~means~~ a sign with two faces, ~~essentially~~ back-to-back.

Electric awning sign or *back lit awning* means an internally illuminated fixed space-frame structure with translucent, flexible, reinforced covering designed in awning form, and with graphics or copy applied to the visible surface of the awning.

Electrical sign Any sign activated or illuminated by means of electrical energy. ~~means a sign or sign structure in which electrical wiring, connections or fixtures are used.~~

Electronic message sign or center ~~(see "Changeable sign, electrically activated").~~ An electrically activated changeable sign where the variable message capacity can be electronically programmed.

Exterior sign. Any sign placed outside a building.

Facade means the entire building front including the parapet.

Face of sign means the area of a sign on which the copy is placed.

Festoons means a string of ribbons, tinsel, tassels, small flags or pinwheels.

Flashing sign (see "Animated sign, electrically energized").

Freestanding sign A sign principally supported by a structure affixed to the ground, and not supported by a building, including signs supported by one or more columns, poles or braces placed in or on the ground. ~~means a sign supported permanently upon the ground by poles or braces and not attached to any building.~~

Frontage (property) ~~means~~ the length of the property line(s) of any ~~one~~ single premise~~s~~ along a public right-of-way or other property on which it borders.

Frontage, building, ~~means~~ the length of an ~~outside~~ exterior building or structure ~~wall on~~ of a single premise along either a public right-of-way or other properties on which it borders.

Government sign means any temporary or permanent sign erected and maintained by the city, county, state or federal government for traffic direction, or for designation of, or direction to any school, hospital, historical site or public service, property or facility.

Grade means the average elevation of the finished ground level at the center of all facades of a building.

Graphic design means any artistic design, portrayal or mural, painted directly on the exterior wall, fence, window or sculpture, or other structure which is visible from any public right-of-way, and which has its artistic purpose visible from any public right-of-way, which has its purpose and effect artistic and not the identification of the premises or the advertisement or promotion of the interest of any person or business. Such graphic design may be subject to a sign permit or building permit and review and approval by the building official or the code enforcement officer.

Ground sign ~~or *blade sign* means a sign which is anchored to the ground similar to a pylon or freestanding sign, but which has a monolithic or columnar line and which maintains essentially the same contour from grade to top. Height and setbacks are to be the same as for freestanding signs.~~ *See " Free-Standing Sign"*

Height (of a sign) means the vertical distance measured from the highest point of the sign, including decorative embellishments, to the grade of the adjacent street, or the surface grade beneath the sign, whichever is less (compare "Clearance").

~~*Identification sign* means a sign whose copy is limited to the name and address of a building, institution or person and/or activity or occupation being identified.~~

Illegal sign means a sign which does not meet requirements of this Code and which has not received legal nonconforming status.

Illuminated sign ~~means a sign with an artificial light source incorporated internally or externally for the purpose of illuminating the sign.~~ A sign characterized by the use of artificial light, either projecting through its surface(s) (internally illuminated); or reflecting off its surface(s) (externally illuminated).

Incidental sign means a small sign less than one square foot, emblem or decal informing the public of goods, facilities or services available on the premises, e.g., a credit card sign.

Interior Sign. Any sign placed within the building, but not including "window signs" as defined by this ordinance. Interior signs, within the exception of window signs as defined, may not be regulated by this ordinance.

Lot means a parcel of land legally defined on a subdivision map recorded with the assessment department or land registry office, or a parcel of land defined by a legal record or survey map.

Low profile sign or *monument sign* means a sign mounted directly to the ground with maximum height not to exceed six feet.

Maintenance means the cleaning, painting, repair or replacement of defective parts of a sign in a manner that does not alter the basic copy, design or structure of the sign.

Mansard ~~means a sloped roof or roof-like facade architecturally comparable to a building wall.~~ An inclined decorative roof-like projection that is attached to an exterior building façade.

Marquee ~~means a lettering changeable sign, not to exceed 24 square feet in size. This type of sign may also be known as a reader board.~~ See "Canopy (attached)."

Marquee Sign. See "Canopy Sign."

Menu board. ~~means a comparable list or assortment of offerings, either food items or merchandise.~~ A free-standing sign oriented to the drive-through lane for a restaurant that advertises the menu items available from the drive-through window, and which has not more than 20 percent of the total area for such a sign utilized for business identification.

Monument sign (see "Low profile sign").

Multiple-faced sign means a sign containing three or more faces, not necessarily in back-to-back configuration.

Nameplate means a nonelectric, on-premises identification sign giving only the name, address and/or occupation of an occupant or group of occupants.

Nonconforming sign means an illegal sign which does not comply with the sign ordinance or to the sign code requirements.~~, but for which a special exception or variance has been issued.~~

Occupancy means the portion of a building or premises owned, leased, rented or otherwise occupied for a given use.

Off-premises sign or *billboard* ~~means a sign structure advertising an establishment, merchandise, service or entertainment, which is not sold, produced, manufactured or furnished at the property on which such sign is located, e.g., billboards or outdoor advertising.~~ See "Outdoor advertising sign."

~~*Off-site directional sign* means a sign which provides directional assistance to access an establishment conveniently and safely. Such signs shall be limited by the administrator in size, height and placement, as justified.~~

On-premises sign ~~means a sign, the content of which is related to the premises on which it is located, referring exclusively to the name, location, product, persons, accommodations, services or activities of those premises, or the sale, lease or construction of those premises.~~ A sign erected, maintained and used in the outdoor environment for the purpose of the display of messages appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed.

Outdoor advertising sign. A permanent sign erected, maintained or used in the outdoor environment for the purpose of the display of commercial or noncommercial messages not appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed.

Owner means a person recorded as such on official records. For the purposes of this chapter, the owner of property on which a sign is located is presumed to be the owner of the sign, unless facts to the contrary are officially recorded or otherwise brought to the attention of the administrator.

~~*Painted wall sign* means any sign which is applied with paint, or similar substance, on the surface of the wall.~~

Parapet ~~means the extension of a false front or wall above a roof line.~~ The extension of a building façade above the line of the structural roof.

Person means any individual, corporation, association, firm, partnership or similarly defined interest.

Point of purchase display means advertising of a retail item accompanying its display, e.g., an advertisement on a product dispenser, tire display, etc.

Pole cover means a cover enclosing or decorating poles or other structural supports of a sign.

Political sign ~~means a temporary sign used in connection with a local, state or national election or referendum.~~ A temporary sign intended to advance a political statement, cause or candidate for office. A legally permitted *outdoor advertising sign* shall not be considered to be a political sign.

Portable sign ~~means any sign designed to be moved easily and not permanently affixed to the ground or to a structure or building.~~ Any sign not permanently attached to the ground or to a building or building surface.

~~*Portal* means a covered structure forming an entrance to a building outside and with a separate roof, or as a recess in the interior as a kind of vestibule.~~

Premises means a parcel of land with its appurtenances and buildings which, because of its use, may be regarded as the smallest conveyable unit of real estate, and any tract that has been surveyed and delineated by a legal description, and the property upon which the business is located.

Projecting sign ~~means a sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign.~~ A sign other than a wall sign that is attached to or projects more than 18 inches (457mm) from the building face or wall or from a structure where the primary purpose is other than the support of a sign.

Real estate sign ~~means a temporary sign advertising the real estate upon which the sign is located as being for rent, lease or sale.~~ A temporary sign advertising the sale, lease or rental of the property or premise on which it is located.

Revolving Sign. A sign that revolves 360 degrees (6.28 rad) about an axis. See also *"Animated sign, mechanically activated."*

Roof line ~~means the top edge of a roof or building parapet, whichever is higher, excluding any mansards, cupolas, pylons, chimneys or minor projections.~~ The top edge of a peaked roof or, in the case of an extended façade or parapet, the uppermost point said façade or parapet.

Roof sign ~~means any sign erected over, or on top of, a building (compare "Mansard," or "Sign, wall").~~ A sign mounted on, and supported by, the main roof portion of a building, or above the uppermost edge of a parapet wall of a building and that is wholly or partially supported by such a building. Signs mounted on mansard facades, pent eaves and architectural projections such as canopies or marquees shall not be considered to be roof signs.

~~*Rotating sign* (see "Animated sign, mechanically energized").~~

Sign. Any device visible from a public place that displays either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations. Noncommercial flags displayed from flagpoles or staffs will not be considered to be signs. ~~means any device, fixture, placard or structure that uses any color, forms, graphic, illumination, symbol or writing to advertise, announce the purpose of or identify the purpose of a person or entity, or to communicate information of any kind to the public,~~ except for the following:

(1) Nonilluminated names of buildings, dates of erection, monument citations, commemorative tables and the like, when carved into stone, concrete, metal or any other permanent type of construction and made an integral part of a permitted structure, or made flush to the ground.

(2) Signs required by law or signs of a duly constituted governmental body.

(3) Signs placed by a public utility for safety, welfare or convenience of the public such as signs identifying high voltage, public telephone or underground cables.

(4) Signs upon a vehicle; provided, any such vehicle with a sign face over two square feet is not conspicuously parked as to constitute a sign.

(5) Temporary holiday decorations.

Sign, area of, means:

The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, that comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multi-sided signs shall be computed as 50 percent of the sum of the area of all faces of the sign.

~~(1) *Projecting and freestanding sign.* The area of a freestanding or projecting sign shall have only one side of any double-faced sign counted in calculating its area. The area of the sign shall be measured as a rectilinear line of not more than eight sides drawn around and enclosing the perimeter of each cabinet or module. The area shall then be summed and totaled to determine total area. The perimeter of the measurable area shall not include embellishments such as pole covers, framing, decorative roofing, support structures, etc.; provided, there is no written advertising copy on such embellishments.~~

~~(2) *Wall sign.* The area of a wall sign shall be with a single, continuous perimeter composed of any rectilinear line geometric figure which encloses the extreme limits of the advertising message. If the sign is composed of individual letters or symbols, using the wall as the background with no added decoration, the total sign area shall be calculated by measuring the area of the smallest rectangle within the perimeter of the signage. The combined areas of the individual figures shall be considered the total sign area.~~

Sign, canopy, means any sign which is mounted to, and supported by, a permanent canopy, arcade or portal, the ceiling of which is no more than 16 feet above grade.

Sign Copy. Those letters, numerals, figures, symbols, logos, and graphic elements comprising the content or message of the sign, exclusive of numerals identifying a street address only.

Sign Face. The surface on, against or through which the sign copy is displayed or illustrated, not including structural supports, architectural features of a building or sign structure, nonstructural or decorative trim, or any areas that are separated from the background surface on which the sign copy is displayed by a distinct delineation, such as a reveal or border.

1. In the case of panel or cabinet-style signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate on which the sign copy is displayed or illustrated, but not open space between separate panels or cabinets.

2. In the case of sign structures with routed areas of sign copy, the sign face shall include the entire area of the surface that is routed, except where interrupted by a reveal, border, or a contrasting surface or color.

3. In the case of signs painted on a building, or individual letters or graphic elements affixed to a building or structure, the sign face shall comprise the sum of the geometric figures or combination of regular geometric figures drawn closest to the edge of the letters or separate graphic elements comprising the sign copy, but not the open space between separate groupings of sign copy on the same building or structure.

4. In the case of a sign copy enclosed within a painted or illuminated border, or displayed on a background contrasting in color with the color of the building or structure, the sign face shall comprise the area within the contrasting background, or within the painted or illuminated border.

Sign, joint identification, means a sign whose area is shared by three or more businesses.

~~*Sign, projecting,* means any sign with no more than two faces supported by a building wall and projecting from such building wall.~~

Sign Structure. Any structure supporting a sign

Sign, wall or facia ~~means any sign painted on, incorporated in or affixed to the building wall, or any sign consisting of cutout letters and devices affixed to the building wall with no background or border defined on the building wall.~~ A sign that is in any manner affixed to any exterior wall of a building or structure and that projects not more than 18 inches (457 mm) from the building or structure wall, including signs affixed to architectural projections from a building provided that the copy area of such signs remain on a parallel plane to the face of the building façade or to the face or faces of the architectural projection to which it is affixed.

Snipe sign means a sign not constructed or intended for long-term use.

Subdivision identification sign means a freestanding sign, or wall sign, identifying a recognized subdivision, condominium complex or residential development.

Temporary sign ~~means a sign not constructed or intended for long-term use.~~ A Sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Portable signs not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is permanently embedded in the ground, are considered temporary signs.

Under-canopy sign or under marquee sign. ~~means a sign suspended beneath a canopy, ceiling, roof or marquee.~~ A sign attached to the underside of the of a canopy or marquee.

Use means the purpose for which a building, lot, sign or structure is intended, designed, occupied or maintained.

V sign ~~means a sign consisting of two essentially equal faces, positioned at an angle subtending less than 179 degrees.~~ Signs containing two faces of approximately equal size, erected on common or separate structures, positioned in a "V" shape with an interior angle between faces of not more than 90 (1.57rad) degrees with the distance between the sign faces not exceeding 5 feet (1524 mm) at their closest point.

Value means replacement costs, including any amount owed on a sign.

Window sign ~~means any sign, pictures, symbol or combination thereof, designed to communicate information about an activity, business, commodity, event, sale or service, that is placed inside a window, or upon the window panes or glass, and is visible from the exterior of the window.~~ A sign affixed to the surface of a window with its message intended to be visible to and readable from the public way or from adjacent property.

(Code 1978, § 21.5-1)

Cross reference(s)—Definitions generally, § 1-2.

Permits.

It shall be unlawful for any person to erect, alter or relocate, within the jurisdiction and extraterritorial jurisdiction of the city, any sign without first obtaining a permit and making payment of fees.

Unless specifically exempted, a permit must be obtained from the code official for the erection and maintenance of all signs erected or maintained within this jurisdiction and in accordance with other ordinances of this jurisdiction. Exemptions from the necessity of securing a permit, however, shall not be construed to relieve the owner of the sign involved from responsibility for its erection and maintenance in a safe manner and in a manner in accordance with all the other provisions of this ordinance.

Any sign hereafter erected shall conform to the provisions of this ordinance and the provisions of the International Building Code and of any other ordinance or regulation within this jurisdiction.

Construction documents.

Before any permit is granted for the erection of a sign or sign structure requiring such permit, construction documents shall be filed with the code official showing the dimensions, materials and required details of construction, including loads, stresses, anchorage and any other pertinent data. The permit application shall be accompanied by the

written consent of the owner or lessee of the premises on which the sign is to be erected and by engineering calculations signed and sealed by a registered design professional where required by the International Building Code.

Changes to signs.

Signs shall not be structurally altered, enlarged or relocated except in conformity to the provisions herein, nor until a proper permit, if required, has been secured. The changing or maintenance of movable parts or components of an approved sign that is designed for such changes, or the changing of copy, business names, lettering, sign faces, colors, display and/or graphic matter, or the content of any sign shall not be deemed a structural alteration.

Special event signs in public ways.

Signs advertising a special community event shall not be prohibited in or over public rights-of-way, subject to approval by the code official as to the size, location and method of erection. The code official may not approve any special event signage that would impair the safety and convenience of use of public rights-of-way, or obstruct traffic visibility.

Portable signs.

Portable signs shall be permitted only in the C-0, C2, C1, C1a and M districts, as designated in this code, subject to the following limitations:

1. Not more than one such sign shall be displayed on any property.
2. No signs advertising a business shall be placed passed the outside perimeter of the property lines and adjacent designated right-of way.
3. Any electrical portable signs shall comply with NFPA 70, as adopted in this jurisdiction.
4. Portable signs shall not be displayed prior to obtaining a sign permit.
5. Not more than one such sign per street facing adjacent to the business shall be displayed on any public right of way.
6. All signs placed on a public right of way shall not exceed a height of **4 (four)** feet nor an area of **6 (six)** square feet.
7. Must maintain proper clearance for pedestrians along public right of way (four foot minimum).
8. Must maintain a clear sight triangle as mentioned in Sec. 78-1. - Definitions.

(1) *Required.* Permits shall be required for the following types of new or temporary signs:

a. All signs having an area greater than six square feet.

b. All illuminated signs.

c. All signs with moving elements.

d. All signs over a public right-of-way.

e. All temporary signs that are portable, wheeled or footed.

f. All off-premises signs, except temporary real estate, political and contractor signs.

(2) *Applications.* Permit applications shall contain the following:

a. Signature of applicant.

b. Name and address of sign owner.

c. Name and address of person erecting the sign.

d. Location of the building or lot to which or upon which the sign is to be attached or erected.

e. Drawings or description showing the design and dimensions of the sign.

f. Drawing or detailed description showing the site plan or building facade.

g. Written consent of the owner of the building, structure or land to which, or on which, the sign is to be erected.

(3) *Fee.* ~~Fifty cents per square foot of the sign face with a $50.00 maximum~~ Fees are set by City Council resolution and are listed in Appendix B: Building Services Fees. Appendix may be obtained at City Hall during normal business hours or by visiting www.cityofalpine.com/fees.

(4) *Permit exceptions.*

a. Replacing or updating copy.

b. General maintenance to any sign should not require a permit.

(5) *Variances.* The planning and zoning commission shall have authority and power to grant variances of this chapter in a duly conducted public hearing. The commission shall also have the power to recommend extensions of time to comply.

a. When requesting a permit, the applicant may apply to the planning and zoning commission through the administrator for a variance from certain requirements of this chapter.

b. ~~There will be a $20.00 application fee on request for a variance.~~ Fees for variance applications are set by City Council resolution and are listed in Appendix B: Building Services Fees. Appendix may be obtained at City Hall during normal business hours or by visiting www.cityofalpine.com/fees.

c. The granting of a variance would not be contrary to the general objectives of this Code and any land use plan.

d. In granting a variance, the administrator may attach additional requirements necessary to carry out the spirit and purpose of this chapter in the public interest.

e. Written notice shall be given to adjoining and other property owners of a hearing on request for a variance, and shall be given pursuant to the procedures set forth by the codes set forth by the city.

f. The planning and zoning commission shall either grant or deny the variance or extension requested. Any party aggrieved by the decision of the planning and zoning commission may appeal within ten days to the city council by filing an appeal with the City ~~clerk~~ Secretary.

(Code 1978, § 21.5-2)

General regulations.

(a) *Prohibited signs in all zones.* The following prohibited signs shall be removed or brought into compliance:

1. Signs located in such a manner as to obstruct or otherwise interfere with an official traffic sign, signal or device, or obstruct or interfere with a driver's view of approaching, merging or intersecting traffic. Signs (except wall signs) in a clear sight triangle.
2. Except as provided for elsewhere in this code, signs encroaching on or overhanging public right-of-way. Signs shall not be attached to any utility pole, light standard, street tree or any other public facility located within the public right-of-way.
3. Signs that blink, flash or are animated by lighting in any fashion that would cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings from a distance (Rotating or oscillating beacons of light, or strobe lights).
4. Portable signs except as allowed for temporary signs *(Temporary signs for any period over seven days. Temporary signs may be renewed eight times per year).*
5. Any sign attached to, or placed on, a vehicle or trailer parked on public or private property, except for signs meeting the following conditions:

a) 5.1. The primary purpose of such a vehicle or trailer is not the display of signs.

b) 5.2. The signs are magnetic, decals or painted on an integral part of the vehicle or equipment as originally designed by the manufacturer, and do not break the silhouette of the vehicle.

c) 5.3. The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets where applicable, and actively used or available for use in the daily function of the business to which such signs relate.

6. Vehicles and trailers are not used primarily as static displays, advertising a product or service, nor utilized as storage, shelter or distribution points for commercial products or services for the general public.
7. Balloons, streamers or pinwheels except those temporarily displayed as part of a special sale, promotion or community event. For the purposes of this subsection, "temporarily" means not more than 20 days in any calendar year.
8. Billboards

~~(b)~~

~~(1) Signs, or any part of a sign, that might contribute to confusion of traffic control, or imitating signs or devices for control of traffic or railroad.~~

~~(2) Rotating or oscillating beacons of light, or strobe lights.~~

~~(3)~~ 9. Freestanding signs with overhead wiring to supply electric or support cables.

~~(4) Temporary signs for any period over seven days. Temporary signs may be renewed eight times per year.~~

~~(5)~~10. Canopy signs or hanging signs, the bottom of which are less than seven feet above grade.

~~(6)~~11. Freestanding signs whose top exceeds 30 feet above grade.

~~(7)~~12. Any sign, or part thereof, erected or constructed wholly upon or over the roof of any building that is visible from any grade of street level.

~~(8)~~13. Any wall sign, or part thereof, that projects more than 12 inches from the building wall at a height lower than ten feet.

~~(9) Signs (except wall signs) in a clear sight triangle.~~

~~(10)~~14. Any sign, or part thereof, that contains any audible devices.

~~(11)~~15. Any sign, or part thereof, that is partially or wholly illuminated by floodlights or spotlights, unless such lights are used for indirect lighting, and the illumination is shielded as not to be directly visible from the public right-of-way, or to a residential area that may be within 40 feet distant.

~~(12)~~16. Any sign that is in obvious poor repair as determined by the code enforcement officer or agency representative, which decision may be appealed to the planning and zoning commission.

~~(13) Any sign attached to trees, fences, utility poles or street furniture, which is in the public right-of-way.~~

(b) *Exempt signs.* ~~The following exempt signs shall not require a permit or payment of fee:~~

The following signs shall be exempt from the provisions of this chapter. Signs shall not be exempt from

1. Official notices authorized by a court, public body or public safety official.
2. Directional, warning or information signs authorized by federal, state or municipal governments.
3. Memorial plaques, building identification signs and building cornerstones were cut or carved into a masonry surface or were made of noncombustible material and made an integral part of the building or structure.
4. The flag of a government or noncommercial institution, such as a school.
5. Religious symbols and seasonal decorations within the appropriate public holiday season.

6. Works of fine art displayed in conjunction with a commercial enterprise where the enterprise does not receive direct commercial gain.

7. Street address signs and combination nameplate and street address signs that contain no advertising copy and that do not exceed 6 square feet (0.56 m^2) in area.

~~(1)~~ 8. Construction signs. One sign shall be permitted for all building contractors, all professional firms and all lending institutions on premises under construction. Such signs shall be confined to the site of construction and shall be removed within 14 days of the beginning of the occupancy of the project.

~~(2)~~9. Real estate signs. One temporary sign located on the property it refers to for each street frontage. In residential zones, the signs shall not exceed four square feet. An additional sign with the word "sold" or "leased" may be added but not to exceed one-half of the size of the original real estate sign. In nonresidential zones, the signs shall not exceed 16 square feet and be over five feet in height.

~~(3) Advertising for community or civic events, flags or emblems or civic, philanthropic, educational or religious organizations, maintained for a temporary period not in excess of one month.~~

~~(4)~~10. Temporary directional signs not exceeding three square feet in area placed on private property may be permitted on approach routes to a real estate open house, garage sale, benefit sale or car wash.

~~(5) Official national, state, city or school flags for any period of time.~~

~~(6)~~11. Street banners and holiday decorations may be displayed during appropriate season or event owned and maintained by the city.

~~(7)~~12. Residential name signs and/or address signs not exceeding 1.5 square feet.

~~(8)~~13. Private traffic directional signs which are necessary for and function only to direct traffic movement on, off of or within a premises, shall be allowed without limit as to number. Maximum size shall not exceed six square feet. Such signs shall not contain commercial advertising. Signs must be removed not less than 24 hours after such function or event. Not more than two directional signs shall be permitted per street entrance to any lot.

~~(9) Nameplates on mailboxes.~~

~~(10) Religious emblems that are located on the premises of the religious institution.~~

~~(11)~~14. Window signs, show cards and bulletins, as long as such signs are not illuminated.

Window signs shall be permitted for any nonresidential use in a residential district, and for all commercial and industrial districts, subject to the following limitations:

a. The aggregate area of all such signs shall not exceed 25 percent of the window area on which such signs are displayed. Window panels separated by muntins or mullions shall be considered to be one continuous window area.

b. Window signs shall not be assessed against the sign area permitted for other sign types.

~~(12) Memorial signs or historic markers.~~

~~(13) Signs required by law.~~

~~(14) Street banners owned and maintained by the city.~~

(c) *Fee exempt signs.* The following fee exempt signs shall require a permit, but any applicable fees shall be waived:

1. Murals or wall art which contain no commercial message.

2. Gasoline price signs. Service stations shall be permitted one double-faced, on-site sign not to exceed 12 square feet per face, and five feet in height, advertising the price of gasoline. Such signs shall not contain any advertisement other than brand name.

3. One permanent identification sign setting forth the name of a center, civic, religious, educational, charitable, public or quasi-public institution, shall be permitted in accordance with the requirements of the zone in which the sign is placed.

4. ~~A single permit shall be required for the placement of temporary political signs. Such signs shall be placed only with the consent of the owner of the property on which they are posted. Such signs may be erected no earlier than 90 days prior to any primary or general election. They shall be removed within 14 days after the election to which the sign pertains. The candidate for whom the sign advertises, or the candidate's duly responsible agent, shall bear the responsibility for removal of such sign.~~

5. One bulletin board or changeable public notice sign, not over 32 square feet and seven feet in height, for public, charitable or religious institutions, when the bulletin board or changeable public notice sign is located on the premises of such institution.

(d) *R-3 zones, apartments.*

1. Signs permissible in the R-3 district include nameplates not exceeding two square feet in area.

2. An apartment premises with five to 24 dwelling units may have wall signs identifying the apartments, provided the sign on any facade does not exceed 32 square feet.

3. An apartment premises with more than 24 units may have wall signs identifying the apartments, provided the total number of square feet per facade does not exceed 100 square feet.

4. Each premises may have one freestanding sign per each 750 feet of public street frontage. No freestanding sign shall be more than 12 feet in height.

(e) *R-1, R-2, R-4 zoned residential areas.*

1. No portion of an illuminated sign shall have a luminance that violates ARTICLE VIII. - OUTDOOR LIGHTING ordinance ~~greater than provided by a 100 watt bulb~~.

2. No sign, or part of a sign, shall move, flash or rotate.

3. No more than one sign per premises shall be illuminated.

4. Any and all illuminated signs within 40 feet of residential zones, must use shielding for the source of lighting in such manner that will prevent glare or light from the source from shining directly into or toward the residential area.

5. One unlighted sign, which shall not exceed one square foot in area, indicating the name of the occupant or occupation of a customary home occupation, provided the sign is attached flat to the building.

6. One sign, ~~which shall not exceed 15 square feet in area,~~ for church or schools.

7. One sign, which shall not exceed four square feet in area, for temporary unlighted sign pertaining to the lease, hire or sale of building or property upon which it is located; provided, the sign is immediately removed upon the lease, hire or sale of such building or property.

8. All educational facilities, Libraries, museums, Municipal buildings, other city installations, Parks, and religious assemblies inside *R-1, R-2, R-4 zoned residential areas* shall follow the general regulations for signs within this code.

~~(8) One unlighted temporary political sign which shall not exceed 32 square feet in area.~~

(f) *Nonresidential regulations.* The additional provisions of this subsection apply to all signs not in a residential zone or within 40 feet of a residential zone.

1. *Height.*

a. Height of a freestanding sign shall not exceed 30 feet above grade.

b. Height of a building mounted sign or projecting sign shall not exceed ~~40~~ 30 feet above grade.

2. *Size.*

a. Size of an Outdoor advertising sign, freestanding or projecting sign shall not exceed 100 square feet per side.

b. Size of a building mounted sign, except a projecting sign, shall not exceed 15 percent of the area of the facade to which they are applied.

c. Canopy signs shall not extend beyond the sides or edges of the canopy.

3. *Number.*

a. Wall signs shall be limited to four per facade.

b. One freestanding sign shall be permitted for each ~~100 feet of~~ street frontage.

c. One projecting sign, banner sign or portable sign shall be permitted for each premises, provided it is oriented to the primary entrance, or entrance frontage.

d. One marquee sign shall be permitted for each street frontage.

e. One perpendicular canopy sign every 15 feet shall be permitted for each premises.

4. *Location.*

a. No off-premises sign shall be nearer than 150 feet to any other off-premises sign.

b. Flush mounted wall mounted signs may protrude up to one foot into the public right-of-way, granted the bottom of such sign is at least ~~ten~~ eight feet from the grade.

c. Building mounted signs extending above the roof shall be permitted only if they are a continuation of the plane of the facade. No roof mounted signs will be permitted.

d. Signs painted on the roof of any building shall be permitted as long as they are not visible from any plane of pedestrian or vehicular traffic.

e. Billboards i.e. *Outdoor advertising sign.* A permanent sign erected, maintained or used in the outdoor environment for the purpose of the display of commercial or noncommercial messages not appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed shall only be allowed in the ETJ (Extra territorial Jurisdiction).

5. *Illuminance near residential zones.* Any and all illuminated signs within 40 feet of residential zones must use shielding for the source of lighting in such manner that will prevent glare or illumination from the source from shining directly into or toward the adjacent residential area.

(g) *General illumination and design.*

~~(1) No single light bulb used to indicate time or temperature shall have a rating greater than 40 watts.~~

~~(2) No portion of an illuminated sign, apart from the light bulbs used to indicate time or temperature, shall have a luminance greater than that provided by a 150-watt bulb.~~

~~(3) Separate light sources aimed at a sign, and not intended as general illumination, shall not have a wattage greater than 150 watts.~~

1. All signs, parts of signs, structures and components must meet the dark skies exterior lighting regulations found in ARTICLE VIII. - OUTDOOR LIGHTING of this ordinance.

~~(4)~~2. All new internally lit signs erected shall have their faces recessed within a decorative trim a minimum of two inches.

~~(5)~~3. All freestanding signs over 12 feet in height, shall have a base, i.e., planter box, wall, banco, trees, bushes or other landscaping material, as long as it does not create a hazard, which shall be compatible in color and design of the building which it advertises.

~~(6)~~4. All signs shall be constructed to withstand a wind velocity of not less than 75 miles per hour.

(Code 1978, § 21.5-3)

Temporary Political Campaign Signs.

Political signs shall be permitted in all zoning districts, subject to the following limitations:

a. Such signs for election candidates or ballot propositions shall be displayed only for a period of 60 days preceding the election and shall be removed within 10 days after the election, provided that signs promoting successful candidates or ballot propositions in a primary election may remain displayed until not more than 10 days after the general election.

Temporary Political Campaign Signs Allowed on Public Property; Requirements and Restrictions.

a. A temporary political campaign sign may be placed in accordance with this article on public property that serves as an early voting location or election day voting location for an election that has been ordered by a governmental entity. Only signs that refer to a candidate or issue that is on the ballot at a particular voting location may be placed at that voting location.

b. A temporary political sign placed on public property under this article may not:

1) have an effective area greater than 20 square feet;

2) be more than eight feet high;

3) be illuminated;

4) have any moving elements;

5) be placed in or over any public right-of- way; or

6) project more than 18 inches from a wall, roof, parapet, or eaves.

c. Nothing in this article authorizes a person to place a temporary political campaign sign:

1) on public property owned or operated by a governmental entity, other than the city, if such placement is not allowed by the governmental entity; or

2) in a form, manner, or location prohibited by another city ordinance or state or federal law.

Placement and Removal of Temporary Political Campaign Signs.

a. A person commits an offense if the person:

1) places, or causes the placement of, a temporary political campaign sign on public property in violation of any provision of Section 78-4;

2) places, or causes the placement of, a temporary political campaign sign on public property earlier than:

A) two calendar days before commencement of early voting, if the sign is being placed at an early voting location; or

B) two calendar days before election day, if the sign is being placed at an election day voting location;

3) fails to remove all temporary political campaign signs that the person placed, or caused to be placed, from the public property not later than:

A) two calendar days after the last day of early voting, if the sign is placed at an early voting location; or

B) two calendar days after election day, if the sign is placed at an election day voting location; or

4) fails to remove any temporary political campaign sign that the person placed, or caused to be placed, from the public property within 24 hours after notification from the city that the sign is in violation of this article.

b. The city may, without notice, confiscate and dispose of any sign that is:

1) placed in violation of this article; or

2) not removed as required by this article.

Right of inspection.

The administrator, code enforcement officer or agency representative, shall have the right to inspect all signs in the city for the purpose of ascertaining whether they are safe, secure, in need of repair or conforming to this chapter.

(Code 1978, § 21.5-4)

Enforcement.

(a) *Compliance.*

1. If the code enforcement officer or agency representative finds that any sign is unsafe or a hazard to the public, or has been erected or is being maintained in violation of this chapter, he shall give written notice to the permittee or owner of the property on which the sign is erected. If the permittee or owner fails to remove or alter the sign so as to comply with this chapter within ten days after mailing of such notice, such sign may be removed by the city; and the permittee or owner shall bear the expense of such removal. No person refusing to pay the costs assigned, shall be issued a sign permit. If a sign is an immediate peril to persons or property, the code enforcement officer or agency representative may cause such sign to be removed summarily and without notice.

2. An abandoned sign, which no longer advertises a bona fide, ongoing business or a product sold, shall be subject to the rules and enforcement action as outlined in subsection (1) of this section.

3. The exception to this chapter is historic signs. Any sign which can be shown to exist at least 45 years ago, even if nonconforming today, may be kept in place and used in its historical context.

   a. Historic signs must be maintained and be structurally sound.

   b. Electrical elements of historic signs, if used, must meet requirements of the National Electrical Code and any city electrical codes that may apply.

4. **Nonconforming signs.**

   Any sign legally existing at the time of the passage of this ordinance that does not conform in use, location, height or size with the regulations of the zone in which such sign is located, shall be considered to be a legal nonconforming use or structure and shall be permitted to continue in such status until such time as it is either abandoned or removed by its owner, subject to the following limitations:

   a. Structural *alterations*, enlargement or re-erection are permissible only where such alterations will not increase the degree of nonconformity of the signs.

   b. Any legal nonconforming sign shall be removed or rebuilt without increasing the existing height or area if it is damaged, or removed if allowed to deteriorate to the extent that the cost of repair or restoration exceeds 50 percent of the replacement cost of the sign as determined by the code official.

   c. Signs that comply with either Item 1 or 2 need not be permitted.

5. **Obsolete sign copy.**

   Any sign copy that no longer advertises or identifies a use conducted on the property on which said sign is erected must have the sign copy covered or removed within 30 days after written notification from the code official; and upon failure to comply with such notice, the code official is hereby authorized to cause

removal of such sign copy, and any expense incident thereto shall be paid by the owner of the building, structure or ground on which the sign is located.

6. **Maintenance, repair and removal.**

Every sign permitted by this ordinance shall be kept in good condition and repair. Where any sign becomes insecure, in danger of falling or is otherwise deemed unsafe by the code official, or if any sign shall be unlawfully installed, erected or maintained in violation of any of the provisions of this ordinance, the owner thereof or the person or firm using same shall, upon written notice by the code official forthwith in the case of immediate danger, and in any case within not more than 10 days, make such sign conform to the provisions of this ordinance, or shall remove it. If within 10 days the order is not complied with, the code official shall be permitted to remove or cause such sign to be removed at the expense of the owner and/or the user of the sign.

7. **Signs in rights-of-way**

Signs projecting over public walkways shall be permitted to do so only subject to the projection and clearance limits either defined herein or, if not so defined, at a minimum height of 8 feet (2438 mm) from *grade* level to the bottom of the sign. Signs, architectural projections or sign structures projecting over vehicular access areas must conform to the minimum height clearance limitations imposed by the jurisdiction for such structures.

Signs other than an official traffic sign or similar sign shall not be erected within 2 feet (610 mm) of the lines of any street, or within any public way, unless specifically authorized by other ordinances or regulations of this jurisdiction or by specific authorization of the code official.

(b) *Penalties for violation.* ~~Any person violating any provisions of this chapter, shall be deemed guilty of a petty misdemeanor, and upon conviction thereof, shall be punished as provided in section 1-11. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punished as provided in section 1-11.~~ A person who violates a provision of this article is guilty of a separate offense for each day or part of a day during which the violation is committed, continued, or permitted. Each offense, upon conviction, is punishable by a fine not to exceed $2,000.

Commented [CT1]: For consistency recommend that this amount be $2,000.00.

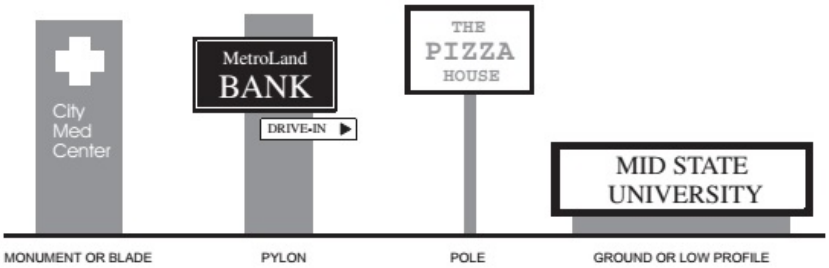
(Code 1978, § 21.5-5)

Applicability and enforcement in city's extraterritorial jurisdiction.

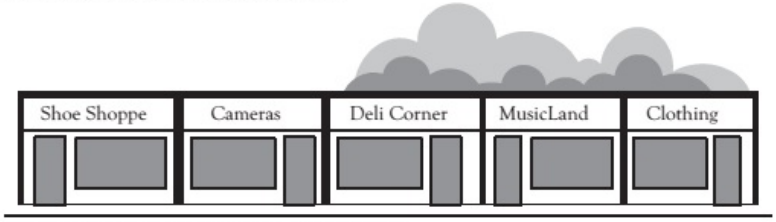
The sections and provisions of this chapter shall extend and be enforced within the area of the City's extraterritorial jurisdiction, as provided by V.T.C.A., Local Government Code § 216.902.

(Code 1978, § 21.5-6)

Exhibits.



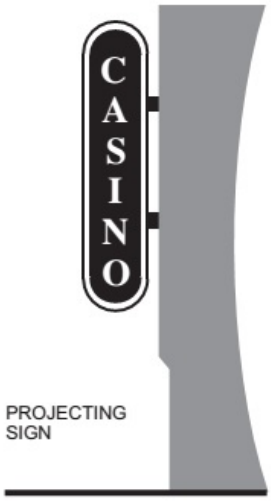
COMMON FREE-STANDING SIGN TYPES



WALL OR FASCIA SIGNS ON STOREFRONTS

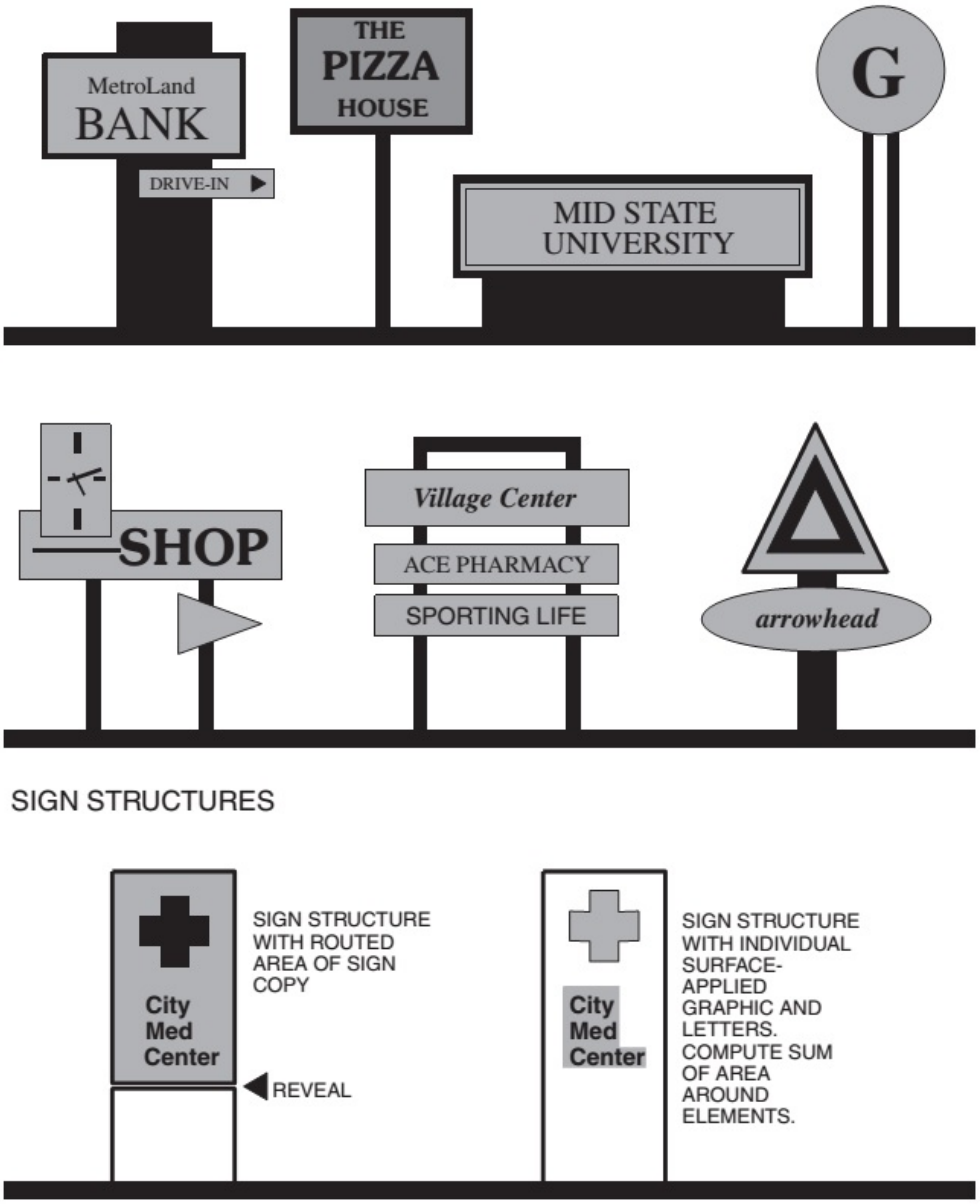
ROOF SIGN

CANOPY SIGN
ON FREE-STANDING CANOPY



PROJECTING
SIGN

FIGURE 1003.1(1)
GENERAL SIGN TYPES



Notes: Sum of shaded areas only represents sign area. Sign constructed with panels or cabinets.

FIGURE 1003.1(3)

SIGN AREA—COMPUTATION METHODOLOGY

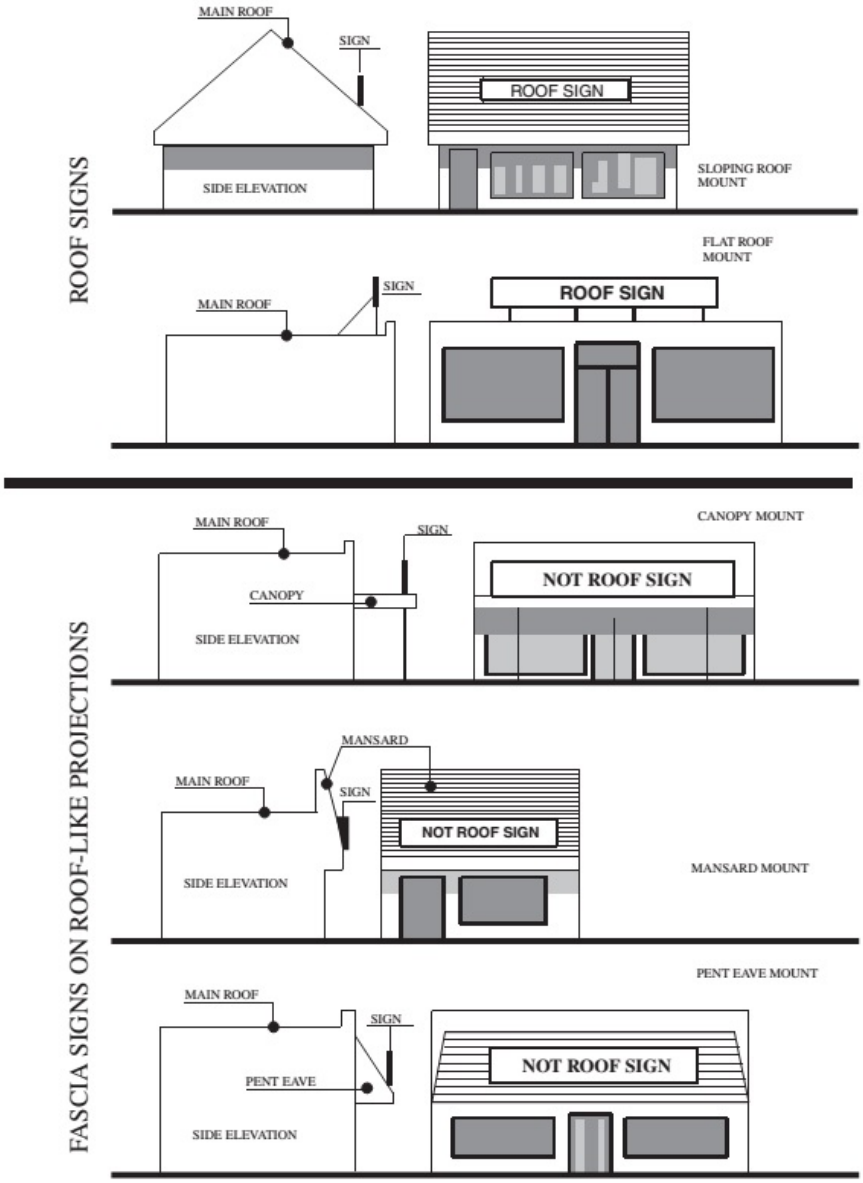
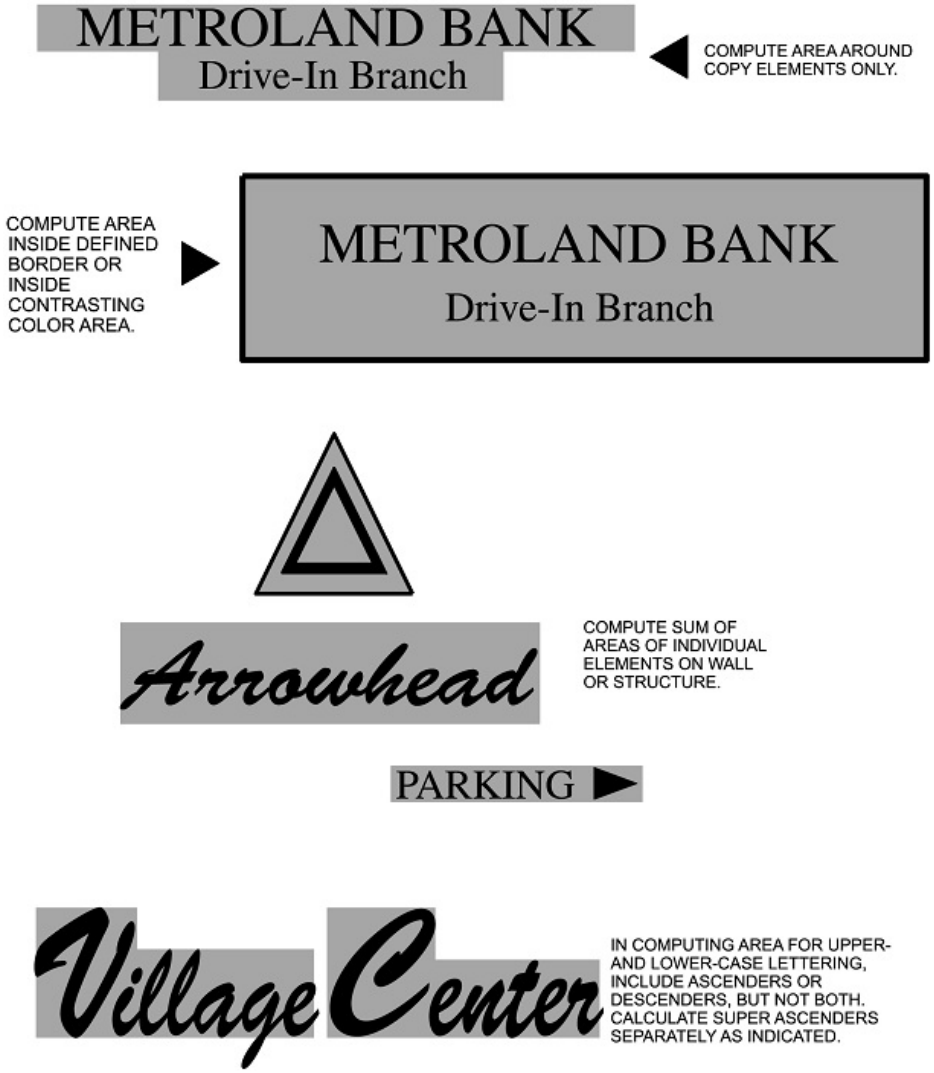


FIGURE 1003.1(2)

COMPARISON—ROOF AND WALL OR FASCIA SIGNS



Notes: Sum of shaded areas only represents sign area for code compliance purposes. Examples of signs consisting of individual letters, elements or logos placed on building walls or structures.

FIGURE 1003.1(4)

SIGN AREA—COMPUTATION METHODOLOGY

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 11B
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation:

AGENDA ITEM

Approve the first and final reading of Ordinance 2025-07-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date. (G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

This item is presented for City Council consideration to approve Ordinance 2025-07-02, which amends the Fiscal Year 2024–2025 Budget to incorporate additional revenues and corresponding expenditures associated with two significant initiatives:

1. **Routine Airport Maintenance Program (RAMP) Grant – TxDOT Aviation:**
   The City of Alpine has received an increase in grant funding through the Texas Department of Transportation's RAMP initiative. The amendment recognizes an additional $28,184 in grant revenue and appropriates it toward facility maintenance under the Airport Department. These funds are specifically designated to support both ongoing airport operational needs and improvements eligible under the RAMP program.

2. **Acquisition of Street Maintenance Equipment – Asphalt Zipper and Loader:**
   The amendment also reflects $541,843 in financing revenue from Government Capital Corporation to fund the acquisition of two critical pieces of street maintenance equipment: an asphalt zipper and a loader. The equipment will support the City's long-term street repair and maintenance strategies. Corresponding capital improvement appropriations are made to support these purchases, improving operational capacity and efficiency in the Streets Department.

These adjustments are reflected in *Exhibit A* and will allow the City to responsibly account for newly available funding and align expenditures with key infrastructure priorities. The proposed ordinance confirms the Council's intent to ensure transparency, compliance with financial policies, and continued service improvements for the citizens of Alpine.

SUPPORTING MATERIALS

1. 2025-07-02 ORDINANCE 2024-2025 BUDGET AMENDMENT
2. July 15 2025 Budget Amendment Exhibit A

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 - 7/8/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/8/2025

STATE OF TEXAS CITY OF ALPINE

COUNTY OF BREWSTER

ORDINANCE 2025-07-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS AMENDING THE CITY OF ALPINE FY 2024-2025 BUDGET; PROVIDING FOR THE FOLLOWING CLAUSES: FINDINGS OF FACT, CUMULATIVE, PROPER NOTICE AND MEETING, AND EFFECTIVE DATE.

WHEREAS, the City Council of the City of Alpine has cause in its legislative pursuit to modify budgets, systems, processes, and fees that enhance the City's mission of providing quality service to the citizens of Alpine; and

WHEREAS, the City Council of the City of Alpine has determined that the FY 2024-2025 budget should be amended to reflect updated revenues and expenses; and

WHEREAS, it is deemed by the City Council of the City of Alpine to be in the public interest to amend the FY 2024-2025 budget to include updated Revenues and Expenditures as outlined in Exhibit "A".

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

SECTION I
FINDINGS OF FACT

All of the premises attached in the form hereto described as Exhibit "A" is hereby found to be true and accurate representations of the changes approved by the City of Alpine City Council related to the FY 2024-2024 Budget.

SECTION II
CUMULATIVE CLAUSE

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

SECTION III
SEVERABILITY CLAUSE

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

SECTION IV
PROPER NOTICE AND MEETING

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

SECTION V
EFFECTIVE DATE

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

PASSED, APPROVED, AND ADOPTED THIS 15th DAY OF JULY, 2025, BY A MAJORITY VOTE OF THE CITY COUNCIL OF THE CITY OF ALPINE, TEXAS.

FIRST AND FINAL READING

JULY 15, 2025

ATTEST:

_____
Catherine Eaves, Mayor

_____
Geoffrey R. Calderon, City Secretary

"Exhibit A" FY 2024-2025 Budget Amendments

1 Recognize Funds/Grant Revenue for Routine Maintenance Airport Program (RAMP) Texas Department of Transportation and Appropriation

	Line - Item	Description	Original Budget	Amended Budget	Proposed Amendment Increase/(Decrease)	Amended Budget
AIRPORT DEPARTMENT						
Revenue	05-527-5100	Tx DOT RAMP Grant	$10,000	$10,000	$28,184	$38,184
				Revenue	**$ 28,184.00**	
Appropriation	05-627-0704	Facility Maintenance	$21,883	$21,883	$28,184	$50,067
				Appropriation	**$ 28,184.00**	

Note: Facility maintenance budget includes both routine Airport expenditures plus RAMP grant expenditures

2 Recognize Funds/Revenue from Government Capital Corporation and Appropriation for Asphalt Zipper and Loader

	Line - Item	Description	Original Budget	Amended Budget	Proposed Amendment Increase/(Decrease)	Amended Budget
STREETS DEPARTMENT						
Revenue	01-544-9933	Government Capital Corporation/Loader Finance	$ -	$ -	$ 331,560.00	$ 331,560.00
Revenue	01-544-9934	Government Capital Corporation/Zipper Finance	$ -	$ -	$ 210,283.00	$ 210,283.00
				Revenue	**$ 541,843.00**	
Appropriation	01-644-9003	CIP HOT BOX (FY25 - Loader)	$ 200,000.00	$ 200,000.00	$ 210,283.00	$ 410,283.00
Appropriation	01-644-9004	CIP HOT BOX (FY25 - Zipper)	$ -	$ -	$ 331,560.00	$ 331,560.00
				Appropriation	**$ 541,843.00**	

Presented to City Council for approval on July 15, 2025

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 11C
Department: Office of the City Manager
Sponsor: Geoffrey R. Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: Approve

AGENDA ITEM

Approve the Administration and Administrative Job Descriptions.

- Administrative Assistant
- Administrative Assistant II
- Administrative Receptionist
- Assistant to the City Manager
- City Secretary
- Deputy City Secretary
- Economic Development Administrator
- Grant Writer
- Records Clerk

(G. Calderon, Interim City Manager)

EXECUTIVE SUMMARY

Many of the City's job descriptions currently in use were last formally approved in 2021. While the City Council approved a comprehensive compensation study in November 2024, the corresponding job descriptions developed as part of that study have not yet been formally adopted. As a result, discrepancies exist between the City's updated pay plan and the outdated job descriptions.

To address this, Interim City Manager Geo Calderon has initiated a phased process to review and update job descriptions by department, in collaboration with the City's leadership team. This process will ensure each job description accurately reflects current roles, responsibilities, and qualifications, aligning with the adopted compensation structure.

In addition to updating job descriptions, the Interim City Manager recommends the development of a Compensation Plan Administration Manual. This manual will serve as a practical guide for managing the City's classification and compensation system and will:

- Address gaps in the existing compensation study, including positions not listed in the original matrix (e.g., Director of Finance and Director of Utilities);

- Establish procedures for adding, modifying, or removing positions from the position matrix;

- Ensure consistent and transparent practices that maintain alignment with current pay grades and classification structures.

The updated job descriptions will be brought forward for Council review and approval on a rolling basis, allowing the City to maintain up-to-date employment information and ensure compliance with the approved compensation system when recruiting new employees.

SUPPORTING MATERIALS

1. City of Alpine Pay Plan & Proposed Pay Grades by Classification
2. Administrative Assistant
3. Administrative Assistant II
4. Administrative Receptionist
5. Assistant to the City Manager
6. City Secretary
7. Deputy City Secretary
8. Economic Development Administrator
9. Grant Writer
10. Records Clerk

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 - 7/7/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/7/2025

PAY PLAN

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
101	$ 31,200.00	$ 39,000.00	$ 46,800.00	50.0%	-
102	$ 32,760.00	$ 40,950.00	$ 49,140.00	50.0%	5.0%
103	$ 34,398.00	$ 42,997.50	$ 51,597.00	50.0%	5.0%
104	$ 36,117.90	$ 45,147.38	$ 54,176.85	50.0%	5.0%
105	$ 37,923.80	$ 47,404.74	$ 56,885.69	50.0%	5.0%
106	$ 39,819.98	$ 49,774.98	$ 59,729.98	50.0%	5.0%
107	$ 41,810.98	$ 52,263.73	$ 62,716.48	50.0%	5.0%
108	$ 43,901.53	$ 54,876.92	$ 65,852.30	50.0%	5.0%
109	$ 46,096.61	$ 57,620.76	$ 69,144.91	50.0%	5.0%
110	$ 48,401.44	$ 60,501.80	$ 72,602.16	50.0%	5.0%
111	$ 50,821.51	$ 63,526.89	$ 76,232.27	50.0%	5.0%
112	$ 53,362.59	$ 66,703.23	$ 80,043.88	50.0%	5.0%
113	$ 58,698.85	$ 73,373.56	$ 88,048.27	50.0%	10.0%
114	$ 64,568.73	$ 80,710.91	$ 96,853.10	50.0%	10.0%
115	$ 71,025.60	$ 88,782.01	$ 106,538.41	50.0%	10.0%
UNG	-	-	-	-	-

Approved by the City Council on November 19, 2024

PAY GRADES BY CLASSIFICATION

Recommended Title	Proposed Grade	Recommended Title	Proposed Grade
Administrative Assistant	102	Environmental Services Administrator	110
Administrative Assistant II	103	Finance Clerk	104
Administrative Receptionist	101	Finance Clerk II	105
Airport Maintenance Technician	105	Hidta Bookkeeper	107
Airport Supervisor	106	Hidta Investigator	111
Animal Services Officer	102	Human Resources Administrator	105
Animal Services Officer II	103	Kennel Help	101
Animal Services Supervisor	105	Lead Mechanic	107
Assistant Director of Public Works	113	Mechanic & Maintenance Worker	105
Assistant Director of Utility	113	Parks Foreman	107
Assistant to the City Manager	104	Permit Technician	105
Building Offical	113	Police Captain	113
Chief of Police	115	Police Lieutenant	112
City Manager	ung	Police Officer	110
City Secretary	113	Police Sergeant	111
Code Compliance Officer	106	Records Clerk	104
Code Enforcement Officer	106	Recreation Coordinator	102
Communication Supervisor	106	Recycling Technician	101
Compliance Technician	104	Service Technician I	101
Compliance Technician II	107	Service Technician II	102
Comunication Operator	103	Service Technician III	103
Construction Foreman	107	Service Worker I	101
Court Clerk	104	Service Worker I	101
Custodian	101	Service Worker II	102
Customer Service Clerk I	101	Service Worker III	103
Customer Service Clerk II	102	Telecomunication Operator	103
Customer Service Clerk II	102	Tourism Administrator	110
Customer Service Clerk III	103	Utility Technician I	102
Customer Service Clerk Supervisor	104	Utility Technician II	103
Deputy City Secretary	106	Utility Technician III	104
DIMP Administrator	110	Visitor Center Assistant	102
Director of Public Works	115		
Director of the Gas Department	115		

Approved by the City Council on November 19, 2024

City of Alpine
Administrative Assistant

DEPARTMENT: Varied
FLSA: Non-Exempt
PAY GRADE: 102

POSITION SUMMARY:
The Administrative Assistant provides departmental support through a variety of clerical, operational, and customer service functions. The role assists in executing daily operations, supports interdepartmental communication, and helps ensure compliance with City procedures and records management practices.

RESPONSIBILITIES OF POSITION:
Responsible to the Department Head for the performance of administrative duties required to coordinate the activities of the department. Independent judgment is required and exercise authority delegated by the Department Head. Oversees administrative functions related to the department and the operation of the City.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required. Associate's degree in business administration, public administration, or a related field preferred. Two (2) years of progressively responsible administrative experience, preferably in a governmental or public service setting is preferred. Equivalent combinations of education and experience may be considered.

Licenses and Certificates: This position requires a Texas Class "C" Driver's license

Special Consideration: Occasionally work flexible hours, weekends, holidays, extended hours and mandatory overtime. May be required to attend evening meetings or support special events after hours.

ESSENTIAL FUNCTION STATEMENT:

- Operates standard and specialized equipment including a copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone.
- Greets and assists City employees, officials and the public in a courteous and professional manner.
- Answers phones, takes messages or forwards inquiries to the appropriate party exercising proper telephone etiquette.
- Performs specified clerical, administrative and other support tasks such as preparing correspondence, managing files, and tracking task progress.
- Prepares and/or reviews complex reports and studies.
- Provides analysis on a wide variety of administrative or management policies in support of organization goals, priorities, and initiatives.

- Produces presentations, as needed, for use with citizens, boards, commissions, employees, area businesses, service agencies, regional groups and other applicable groups to convey information on City programs, service offerings and other related issues.
- Oversees various purchasing activities including the five-year capital plan in relation to expenses by departments.
- Prepares reports for the public.
- Maintains calendar, meeting schedules and establishes citizen meetings or notices on behalf of the Department Head.
- Conducts research on assigned topics.
- Answers inquiries from the public and provides advanced level staff support to a variety of committees, boards, teams, and commissions.
- Recommends, plans, and implements changes and administration of personnel policies and guidelines within the department.
- Prepares all field work for grants and grant programs. Prepares applications and cost estimates for the grant projects.
- Confers with the Department Head to discuss the conditions and needs of the City.
- Performs a variety of clerical and technical and operational tasks to assist staff, as assigned. Refers complex queries to more knowledgeable staff.
- Assists with city functions, special events, and may work on-call to handle emergency situations.
- Accepts and completes work orders as needed.
- Orders supplies or purchases supplies and other items for the departments.
- Assists in preparing and maintaining departmental records, files, and databases, including digital records.
- Coordinates interdepartmental communication to support departmental goals and deadlines.
- Assists in budget tracking, requisitions, and invoice processing as needed.
- Uses computers and cell phones daily to communicate with the public and other employees to complete tasks.
- Responsible for maintaining a working knowledge of records management of departmental documents and ensures proper document retention and destruction of departmental records.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public administration and government operations.
- Knowledge of public relations principles.
- Knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Knowledge in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Knowledge of research methods.
- Knowledge in various phases of city administration, including policies and procedures, laws and ordinances governing conduct of city administration.

- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skills in resolving problems or situations requiring the exercise of good judgment.
- Skills in budget preparation, reports and studies.
- Skills to analyze, interpret and report research findings and recommendations.
- Skills in operating a computer and related software applications including Microsoft Suite of products, Google applications, Word Press (or other web-building software).
- Ability in planning and organizing work of others.
- Ability to operate a motor vehicle through City traffic.
- Ability to prepare clear, concise oral and written communication.
- Ability to maintain confidentiality of sensitive information.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to adopt to changing work priorities and effectively manage time and multiple projects.
- Familiarity with public records and records retention schedules.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed primarily in a professional office setting with periodic off-site errands or assignments.
- Occasional exposure to irate members of the public.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
Administrative Assistant II

DEPARTMENT: Varied
FLSA: Non-Exempt
PAY GRADE: 103

POSITION SUMMARY:

The Administrative Assistant II provides high-level administrative and operational support to a department head and serves as a liaison between the department and internal/external stakeholders. This role requires independent judgment, initiative, and advanced knowledge of municipal functions. The position is responsible for overseeing complex administrative activities, supporting grant management, preparing reports and presentations, coordinating community outreach efforts, and assisting in departmental planning and policy implementation.

RESPONSIBILITIES OF POSITION:

The Administrative Assistant II provides high-level administrative and operational support to a department head and serves as a liaison between the department and internal/external stakeholders. This role requires independent judgment, initiative, and advanced knowledge of municipal functions. The position is responsible for overseeing complex administrative activities, supporting grant management, preparing reports and presentations, coordinating community outreach efforts, and assisting in departmental planning and policy implementation.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of A High School diploma or GED is required. Associate's degree in public administration, business, or a related field preferred. Five (5) years of progressively responsible administrative experience, including experience in a government or public service setting is preferred. Strong proficiency in office technology and digital tools is required. Equivalent combinations of education and experience may be considered.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

Special Consideration: May be required to attend evening meetings or respond to emergency or after-hours issues. Occasionally work flexible hours, weekends, holidays, extended hours and mandatory overtime.

ESSENTIAL FUNCTION STATEMENT:

- Operates standard and specialized equipment as necessary including a copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone.
- Greets and assists City employees, officials and the public in a courteous manner.
- Answers phones, takes messages or forwards inquiries to the appropriate party exercising proper telephone etiquette.
- Performs specified clerical, administrative and other support tasks including drafting correspondence, compiling reports, and managing files.
- Prepares and/or reviews complex reports and studies.

- Provides analysis on a wide variety of administrative or management policies in support of organization goals, priorities, and initiatives.
- Produces presentations, as needed, for use with citizens, boards, commissions, employees, area businesses, service agencies, regional groups and other applicable groups to convey information on City programs, service offerings and other related issues.
- Oversees various purchasing activities including the five-year capital plan in relation to expenses by departments.
- Prepares reports for the public and maintains associated public records.
- Maintains calendar, meeting schedules and establishes citizen meetings or notices on behalf of the Department Head.
- Conducts research on assigned topics.
- Answers inquiries from the public and provides advanced level staff support to a variety of committees, boards, teams and commissions.
- Recommends, plans, and implements changes and administration of personnel policies and guidelines within the department.
- Prepares all field work for grants and grant programs. Prepares applications and cost estimates for the grant projects.
- Confers with the Department Head to discuss the conditions and needs of the City.
- Attends City Council Meetings and advisory board meetings as needed and responds to questions and complaints from general public.
- Assists in various aspects of community outreach, coordinating and providing information to a range of government agencies, private sector businesses and the general public.
- Performs a variety of clerical technical and research-related tasks to assist staff, as assigned. Refer complex queries to more knowledgeable staff.
- Assists with city functions, special events, may work on-call to handle emergency situations and perform other duties as required or necessary.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public administration and government operations.
- Knowledge of public relations principles.
- Knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Knowledge in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Knowledge of research methods.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed. Skill in resolving problems or situations requiring the exercise of good judgment.
- Knowledge in various phases of city administration, including policies and procedures, laws and ordinances governing conduct of city administration.
- Skills in budget preparation, reports and studies.
- Skills to analyze, interpret and report research findings and recommendations.

- Skills in operating a computer and related software applications including Microsoft Suite of products, Google applications, Word Press (or other web-building software).
- Ability to maintain confidentiality of sensitive information.
- Ability to work independently with minimal supervision.
- Ability to prepare clear, concise oral and written communication.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability in planning and organizing work of others.
- Ability to operate a motor vehicle through City traffic.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is primarily performed in a standard office environment with occasional off-site tasks.
- Occasional exposure to irate members of the public.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
Administrative Receptionist

DEPARTMENT: Administration
FLSA: Non-Exempt
PAY GRADE: 101

POSITION SUMMARY:
The Administrative Receptionist is the first point of contact for the City of Alpine. This position provides front desk and clerical support to the Administration Department, including customer service, scheduling, records assistance, and coordination of facility rentals. The role requires strong interpersonal skills, professionalism, and the ability to manage a variety of administrative tasks under general supervision.

RESPONSIBILITIES OF POSITION:
Provides front-line administrative support to the City's Administration Department, assisting with communication, scheduling, records, and reception duties.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of A High School diploma or GED is required. Prior experience in customer service, receptionist, or administrative support roles preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.
Special Consideration: May occasionally be required to work flexible hours, including evenings, weekends, holidays, or overtime in support of special events or departmental needs.

ESSENTIAL FUNCTION STATEMENT:

- Operates standard and specialized equipment including a copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone.
- Greets and assists City employees, officials and the public in a courteous and professional manner.
- Answers phones, takes messages or forwards inquiries to the appropriate party exercising proper telephone etiquette.
- Performs specified clerical, administrative and other support tasks such as typing correspondence, scanning, filing, and distributing mail.
- Maintains copier, postage machine, building supplies and coordinates building maintenance work orders with appropriate staff.
- Maintains calendar, meeting schedules and assists in scheduling citizen meetings and preparing notices.
- Assists with city functions, special events, and may provide on-site support for official meetings or events.

- Assists with organizing administrative records and maintaining confidentiality of sensitive documents.
- Supports front desk operations including issuing visitor badges, logging deliveries, and monitoring the reception area for cleanliness and professionalism.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods for preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Knowledge of research methods.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Knowledge of basic municipal functions and various phases of city administration, including policies and procedures, laws and ordinances governing conduct of city administration.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Skill in operating computer and related software applications including Microsoft Suite of products, Google applications, WordPress (or other web-building software).
- Ability to prepare clear, concise oral and written communication.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to manage and prioritize multiple tasks with attention to detail and accuracy.
- Ability to analyze, interpret and report research findings and recommendations.
- Ability to maintain confidentiality of sensitive and personal information.
- Familiarity with basic office filing systems, records retention guidelines, and customer service principles.

PHYSICAL ABILITIES:

- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

WORK ENVIRONMENT:

- Work is primarily performed in a standard office environment with occasional off-site tasks.
- Occasional exposure to irate members of the public.
- May be required to work at community events or city-sponsored programs outside regular business hours.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
Assistant to the City Manager

DEPARTMENT: Administration
FLSA: Exempt
PAY GRADE: 104

POSITION SUMMARY:
The Assistant to the City Manager provides high-level professional and administrative support to the Office of the City Manager. The role involves independent judgment, policy research, interdepartmental coordination, and project management. This position is instrumental in implementing City Manager directives, managing special projects, preparing reports and presentations, and supporting the City's strategic goals.

RESPONSIBILITIES OF POSITION:
Performs administrative duties required to coordinate the activities of the City. Independent judgment is required and exercised authority delegated by the City Manager. Oversees administrative functions related to the Office of the City Manager.

EXPERIENCE, EDUCATION, and/or TRAINING: Bachelor's degree in General Business Administration or other related field and four (4) years of office support or policy research experience is preferred. A minimum of four (4) years of progressively responsible experience in administrative support, policy research, project coordination, or local government administration is preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

Special Consideration: May be required to work flexible hours, including evenings, weekends, holidays, or extended hours in support of City Council meetings, events, or emergencies.

ESSENTIAL FUNCTION STATEMENT:

- Operates standard and specialized equipment as necessary including a copier, fax, printer, scanner, personal computer with generic office productivity software and multi-line telephone.
- Greets and assists City employees, officials and the public in a courteous and professional manner.
- Answers incoming calls, takes messages, and directs inquiries appropriately, exercising proper telephone etiquette.
- Performs specified clerical, administrative and other support tasks in direct support of the City Manager.
- Provides analysis on a wide variety of administrative or management policies in support of organization goals, priorities and initiatives.

- Produces presentations for use with citizens, boards, commissions, employees, area businesses, service agencies, regional groups and other applicable groups to convey information on City programs, service offerings and other related issues.
- Prepares reports for the public.
- Maintains calendar, meeting schedules and establishes citizen meetings on behalf of the City Manager.
- Maintains databases for City equipment (i.e. motor vehicles, cell phones and gas cards).
- Provides analysis on Motor Vehicles, cell phones and gas card user policies, Contract, and Request For Proposal maintenance, and correspondence.
- Conducts research on assigned topics.
- Answers inquiries from the public and provides advanced level staff support to a variety of committees, boards, teams and commissions.
- Confers with the City Manager to discuss the conditions and needs of the City.
- Performs a variety of clerical, technical, and financial tasks to assist staff, as assigned.
- Assists with city functions, special events, may work on-call to handle emergency situations and perform other duties as required or necessary. Completes assignments as directed by the City Manager.
- Maintains a weekly completion assignment list for weekly meetings to determine assignments.
- Assists with the creation and maintaining of fiscal calendars that includes scheduling of Directors/Supervisors public relations events.
- Prepares and maintains records, policies, and data for operational assets and assigned administrative projects.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public administration and government operations.
- Knowledge of public relations principles.
- Knowledge of research methods.
- Skill to prepare clear, concise oral and written communication.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Skill in operating computer and related software applications including Microsoft Office Suite of products, Google Workspace, document or content management systems.
- Skill in interpreting and applying financial, legal, and policy documents to administrative functions.
- Ability in planning and organizing work independently and in collaboration with others.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to analyze, interpret and report research findings and recommendations.
- Ability to handle or use machines, tools, equipment, or software requiring brief instruction or experience.
- Ability to manage assigned work under the direction of a supervisor.
- Ability to perform tasks using specialized technical or professional tools, machinery, procedures, or methods.

- Ability to maintain confidentiality of sensitive administrative, personnel, or legal information.
- Ability to manage multiple tasks under deadlines while maintaining attention to detail.

PHYSICAL ABILITIES:

- Ability to exert up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

WORK ENVIRONMENT:

- Work is performed in an office environment.
- Occasional exposure to irate members of the public.
- May be required to attend evening meetings or community events.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
City Secretary/ Chief Governance Officer

DEPARTMENT: Administration
FLSA: Exempt
PAY GRADE: 113

POSITION SUMMARY:
Serves as the custodian of records for the City and provides high-level governance and administrative support to the City Council and City Manager. Responsible for overseeing City Council proceedings, managing public information and election processes, ensuring compliance with state law, and administering the City's records management, transparency, and governance programs.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School Graduate or GED equivalent required. A Bachelor's Degree in Business Administration, Political Science, or related field preferred. Five (5) years of progressively responsible administrative secretary experience in the public sector or an equivalent combination of education and experience is preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. City Secretary Certification by the Texas Municipal Clerks Certification Program required or must be obtained within four (4) years of hire. Notary Public Certification required or must obtained within six (6) months.

Special Consideration: May be required to work evenings, weekends, or extended hours, particularly during elections, public hearings, or emergency activations.

ESSENTIAL FUNCTION STATEMENT:

- Attends each meeting of the governing body of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings, including advisory boards.
- Engrosses and enrolls all laws, resolutions, and ordinances of the governing body.
- Keeps the corporate seal.
- Countersigns and attests all official documents of the City.
- Prepares all notices required under any state regulation or ordinance of the municipality, including preparing and posting agendas for City Council meetings in accordance with State law.
- Keeps all contracts made by the governing body.
- Performs all other duties required by law, ordinance, resolution, or order of the governing body.
- Assists as a member of Emergency Management Team and is expected to remain in the City in the event of disaster or Act of God.
- Ensures the City's legislative process including compliance with state statutes, posting of proper legal notices and notices to affected property owners as applicable, and ensuring that the City takes proper precautions to ensure valid legal actions through established principles and guidelines.

- Acts as the liaison for the City Council and the public and ensures transparency in government by taking steps to enhance access to information and increasing availability of information to the general public.
- Acts as Chief Election Official to supervise, administer, and coordinate all general and special elections; prepares all election information for council candidates, election orders, resolutions, notices, and other pertinent documents; coordinates with the City Legal department to ensure conformance with election and government code; and receives and files all campaign financial reports; coordinates the canvass of election results; arranges the swearing-in of newly elected council members and board members; and updates city website with current election information.
- Acts as Public Information Officer to receive and process all open records requests; coordinates requests for attorney general opinions; and manages the City's public information program, including public relations, maintenance of the city website, digital media, and publications.
- Acts as Boards, Commissions, and Committees Administrator to oversee the application and appointment process for City Boards, Commissions, and Committees; ensures that board meetings are conducted effectively in alignment with City code; ensures open government training of all council appointees.
- Acts as Records Management Officer to take charge of, arrange, and maintain the records of the governing body; serves as custodian of legal documents, deeds, bonds, contracts, other related documents and contracts belonging to the city, as well as confidential records and certified agenda for Council executive sessions; oversees the city-wide records management program, the City Records Center (CRC) and digital imaging project.
- Provides management to the Office of the City Secretary (OCS), which includes, but is not limited to; develops, plans, and implements goals and objectives for the office and recommends and administers policies and procedures; plans, directs, and coordinates the department work plan through subordinate-level staff, meets with management staff to identify and resolve problems, assigns projects and programmatic areas of responsibility, and reviews and evaluates work methods and procedures; coordinates department activities with those of other departments, other units of government, and outside agencies and organizations; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes; and processes and maintains legal filings, such as solicitor's permits, deeds, claims, and Texas Alcoholic Beverage Commission (TABC) licenses.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Texas Election Code, Texas Local Government Code, Texas Public Information Act and Texas Open Meetings Act.
- Knowledge of City Charter and Ordinances.
- Knowledge of document retention and records management; knowledge of secretarial and administrative practices.
- Knowledge of principles, practices, methods and techniques of official record maintenance and retention.

- Knowledge of principles and practices of recording and filing city records.
- Knowledge of municipal financial planning, budgeting, and management.
- Knowledge of public relations methods.
- Knowledge of city, county, state and federal civil and criminal laws, regulations, codes and ordinances.
- Skills in resolving problems or situations requiring the exercise of good judgment.
- Skills in personal computers, Microsoft Office, and applicable software.
- Ability to read, analyze, and interpret reports and documents.
- Ability to maintain City documents and records so as to be safe, clean, and readily retrievable by officials or citizens having a need for access to them.
- Ability to organize and conduct an efficient and honest election in compliance with state law and local ordinances.
- Ability to execute oral and written instructions.
- Ability to prepare clear, concise oral and written communication.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to operate a motor vehicle through City traffic.
- Ability to manage confidential, time-sensitive materials with integrity and discretion.
- Ability to lead teams and coordinate cross-departmental collaboration.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in an office environment.
- Exposure to irate members of the public.
- May be required to attend evening meetings, public hearings, and community events.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
Deputy City Secretary

DEPARTMENT: Administration
FLSA: Non-Exempt
PAY GRADE: 106

POSITION SUMMARY:
Performs advanced administrative and technical support functions for the Office of the City Secretary (OCS), including elections, records management, public information, and agenda coordination. Serves as Acting City Secretary in their absence and assists with ensuring compliance with the Texas Election Code, Texas Public Information Act, and the Texas Open Meetings Act.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School Graduate or GED equivalent required. Associates degree in Public Administration, Business Administration, or related field preferred. Three (3) years of progressively responsible administrative secretary experience in the public sector is preferred. Equivalent combinations of education and experience may be considered.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Notary Public Certification preferred or must be obtained within six (6) months.

Special Consideration: May be required to work evenings, weekends, holidays, or extended hours in support of elections, Council meetings, or emergencies.

ESSENTIAL FUNCTION STATEMENT:

- Serves as Acting City Secretary in the City Secretary's absence, including full authority to conduct official business such as elections and Council support.
- Manages public information requests in accordance with the Texas Public Information Act and assists in administering the City's records management program, including operation of the City Records Center and records retention schedules.
- Coordinates agenda management software; assists with preparation, review, and publication of Council agendas, packets, and official documents.
- Serves as Deputy Early Voting Clerk; assists in coordinating municipal elections, including early voting, candidate filings, and canvassing of results in compliance with the Texas Election Code.
- Conducts research, compiles data, and prepares reports and recommendations on special projects and policy matters.
- Processes internal financial data and regulatory documents, including Texas Alcoholic Beverage Commission invoices and permits.
- Drafts, edits, and proofreads a wide range of correspondence, reports, and specialized documents; ensures accuracy and compliance with City standards.
- Supports customer service operations at the front desk and serves as backup to the Municipal Court Clerk as needed.

- Maintains and updates City website and related online platforms to ensure timely and accurate public information.
- Communicates effectively with City staff, elected officials, and the public to facilitate efficient delivery of City services.
- Attends City Council meetings in the City Secretary's absence.
- Assists with Board and Commission appointments, agenda support, and training records for Council appointees.
- Prepares legal notices, maintains permanent records, and supports initiatives to enhance public transparency.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Texas Election Code, Texas Local Government Code, Texas Public Information Act and Texas Open Meetings Act.
- Knowledge of City Charter and Ordinances.
- Knowledge of document retention and records management; knowledge of secretarial and administrative practices.
- Knowledge of principles, practices, methods and techniques of official record maintenance and retention.
- Knowledge of principles and practices of recording and filing city records.
- General knowledge of public sector budgeting and procurement processes.
- Knowledge of public relations methods.
- Knowledge of City, county, state and federal civil and criminal laws, regulations, codes and ordinances.
- Skills in resolving problems or situations requiring the exercise of good judgment.
- Skills in personal computers, Microsoft Office and applicable software.
- Ability to read, analyze, and interpret reports and documents.
- Ability to maintain City documents and records so as to be safe, dean, and readily retrievable by officials or citizens having a need for access to them.
- Ability to organize and conduct an efficient and honest election in compliance with state law and local ordinances.
- Ability to execute oral and written instructions.
- Ability to prepare clear, concise oral and written communication.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to operate a motor vehicle through City traffic.
- Ability to manage confidential and sensitive materials appropriately.
- Ability to work independently and collaboratively in a fast-paced environment.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in an office environment.
- Exposure to irate members of the public.
- May be required to attend evening meetings or City functions.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
Economic Development Administrator

DEPARTMENT: Economic Development
FLSA: Exempt
PAY GRADE: 113

POSITION SUMMARY

The Economic Development Administrator is responsible for planning, coordinating, and implementing the City's economic development efforts, including business attraction, retention, workforce development, public-private partnerships, and strategic planning. This position supports the City's long-term economic vitality by fostering an environment that encourages investment, entrepreneurship, and job creation. The Administrator collaborates with regional partners, government agencies, businesses, and community stakeholders to align economic development initiatives with the City's comprehensive plan.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a Bachelor's degree in business, finance, or a related field from an accredited university is required. A minimum of two (2) years of full-time related experience in economic development, business recruitment, planning, or related fields is required. A master's degree in public administration, economic development, or related field is preferred. Certification as a Certified Economic Developer (CEcD), Economic Development Finance Professional (EDFP), or enrollment in a professional certification program is desirable.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

Special Consideration: Must be able to attend occasional evening meetings, weekend events, and travel to represent the City at professional gatherings. May require travel for conferences, trade shows, and stakeholder meetings.

ESSENTIAL FUNCTION STATEMENT:

- Develops and manages long-range economic development strategies that align with the City's vision, goals, and comprehensive plan.
- Creates and updates economic development plans that target business attraction, retention, expansion, and workforce development.
- Conducts economic research to identify areas for improvement, assess community needs, and project future growth.
- Recruits new businesses and works with site selectors and developers to promote available properties.
- Supports current businesses and assists in growth or expansion opportunities.
- Assists with grant writing and project management as needed.
- Engages the community and key stakeholders, participates in public meetings, workshops, and community forums acting as the liaison between the City and businesses & the community.
- Advises City Administration in the development of policies.

- Monitors legislation and regulatory changes at the local, state, and federal levels that impact economic development efforts.
- Markets and promotes the community including travel to trade shows, regional summits, site visits, and prospect meetings.
- Tracks and analyzes economic indicators and prepares reports or presentations as needed.
- Coordinates with tourism, planning, and infrastructure departments to ensure alignment of goals and strategic initiatives.
- Assists with the development of incentive packages, public-private partnerships, and Tax Increment Reinvestment Zones (TIRZ) when applicable.
- Builds and maintains relationships with regional development councils, chambers of commerce, state and federal agencies, and economic development associations.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong verbal and written communication skills, including the ability to prepare professional reports, present to public bodies, and engage diverse audiences.
- Analytical Thinking: Ability to interpret complex data, market trends, and financial information to support strategic decisions.
- Analytical Thinking: Ability to interpret complex data, market trends, and financial information to support strategic decisions.
- Research Proficiency: Skilled in conducting industry, demographic, and policy research to guide development efforts.
- Economic & Business Climate Awareness: Familiarity with local and regional economic trends, the business environment, and associated laws and regulations.
- Federal Program Knowledge: Understanding of federal economic development programs such as those offered by the U.S. Economic Development Administration (EDA).
- Project Management: Ability to manage multiple projects, deadlines, and budgets efficiently.
- Knowledge of economic development tools including tax abatements, TIRZ, public improvement districts, and Chapter 380/381 agreements.
- Relationship Building: Strong networking and relationship-building skills with businesses, government officials, and the public.
- Familiarity with GIS software, CRM tools, and data visualization platforms such as ESRI, SizeUp, or IMPLAN is preferred.
- Ability to work independently, take initiative, and manage confidential or time-sensitive issues appropriately.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in both an office and field environment.
- Occasional exposure to irate members of the public.
- May include visits to construction sites, business locations, and regional facilities.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
Grant Writer

DEPARTMENT: Administration
FLSA: Non-Exempt
PAY GRADE: 111

POSITION SUMMARY:
To provide professional grant development, coordination, writing, and administration in support of City-wide funding priorities. This position plays a critical role in identifying funding opportunities, ensuring grant compliance, and maximizing public and private funding sources to support strategic initiatives. Duties for the Grant Writer include managing overall grant efforts, documenting payments and expenditures, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant and City regulations and policies, reviewing grant proposals, managing grant databases, engaging with awarding agencies, and educating staff on policies.

EXPERIENCE, EDUCATION, and/or TRAINING: A High School diploma or GED is required. An Associate's or Bachelor's degree in Business Administration, Political Science, Public Administration, English, Communications, or a closely related field preferred. At least two years of demonstrated success in grant writing and administration experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

Special Consideration: May be required to work evenings, weekends, holidays, or extended hours in support of grant deadlines, City Council meetings, or emergencies.

ESSENTIAL FUNCTION STATEMENT:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on grant awarding agencies to evaluate prospects for grants.
- Work with Finance Director and department heads to gather information necessary to report to City Council and auditors on current grant programs.
- Comply with all grant reporting as required by awarding agencies.
- Provide stewardship to current agencies, including working with city departments to provide regular written updates to City Council and awarding agencies.
- Develop and maintain institutional knowledge of City operations, priorities, and history to inform grant applications.
- Maintain current records in digital systems and in paper files, including grant tracking and reporting.
- Collect and synthesize data to support performance metrics and required grant deliverables.
- Assist with all grant projects as requested.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Familiar with grant writing language.
- Ability to meet deadlines.
- Knowledge of awarding agency information sources.
- Experience with proposal writing and governmental agencies.
- Knowledge of basic grant techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments.
- Ability to work independently and exercise sound judgment in decision-making.
- Proficiency with Microsoft Office, grant databases, and reporting software.

PHYSICAL ABILITIES:

- Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

- Work is performed in an office environment.
- Exposure to irate members of the public.
- May be required to attend evening meetings or City functions.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

City of Alpine
Records Clerk

DEPARTMENT: Administration
FLSA: Non-Exempt
PAY GRADE: 104

POSITION SUMMARY:
The Records Clerk is responsible for maintaining, organizing, and assisting in the administration of the City's official records in accordance with the approved Records Retention Schedule and applicable state laws. This position supports records management, public information compliance, election administration, and technical functions related to document imaging and agenda preparation. Under general supervision, the Records Clerk works closely with the City Secretary and assists with ensuring timely access to records and information.

EXPERIENCE, EDUCATION, and/or TRAINING: A minimum of a High School diploma or GED is required with at least two (2) years office experience and computer experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Experience in municipal government or public records is preferred.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License.

Special Consideration: May occasionally be required to work flexible hours, evenings, weekends, or overtime during election periods or in response to urgent records requests.

ESSENTIAL FUNCTION STATEMENT:

- Establishes and maintains various cross-reference indexes.
- Prepares labels and file folders
- Purges inactive files.
- Destroys obsolete files by shredding or recycling.
- Assists other departments in organizing records, destroying records, and similar activities in compliance with records retention policies.
- Provides technical assistance in specialized applications of computer programs for the records management program.
- Assists with the timely processing of Public Information Requests (PIRs), ensuring compliance with the Texas Public Information Act, City policy, and established records retention schedules.
- Creates and maintains the City Records Center ensuring security, inventory tracking, and proper purging or archiving of police files, engineering plans, personnel documents, and other permanent records.
- Organizes and maintains the City Vault at City Hall including contracts, easements, deeds, ordinances, resolutions, and historic records.
- Prints City Council documents, including Council packets and materials for meetings, as well as resolutions, ordinances, proclamations, and minutes, prepares them for signature, filing, and publication in accordance with legal standards. Uploads documents to the City's website, internal drive, and municipal code database.

- Assists in Election responsibilities as Deputy Early Voting Clerk with same authority as City Secretary, by preparing and maintaining spreadsheets of election results, providing and analyze election statistics, and maintain election registers as required by the Texas Election Code.
- Performs special projects that include researching, compiling, and analyzing information, preparing reports, identifying alternatives, and presenting findings and recommendations.
- Assists the public with information retrieval by copying and distributing requested documentation and providing general information regarding departmental policies, procedures, and regulations.
- Supports the City Secretary in performing clerical and administrative work by answering telephones, providing customer assistance to the public, and processing mail.
- Processes and tracks requests for public records.
- Assists with City Council packet preparation and delivery and posts agendas and notices in accordance with the Texas Open Meetings Act.
- Maintains excellent organizational skills and manages competing tasks to meet legal and internal deadlines.
- Assists with city functions, special events, and may work on-call or after-hours to support emergency record needs or Council proceedings.
- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public administration and government operations.
- Knowledge of public relations principles.
- Knowledge of reading, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies and procedures.
- Knowledge in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Knowledge of research methods.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Knowledge in various phases of city administration, including policies and procedures, laws and ordinances governing conduct of city administration.
- Skills in resolving problems or situations requiring the exercise of good judgment.
- Skill in compiling and summarizing data for internal reports and special projects.Skills in operating a computer and related software applications including Microsoft Suite of products, Google applications, WordPress (or other web-building software).
- Ability to operate a motor vehicle through City traffic.
- Ability to analyze, interpret and report research findings and recommendations.
- Ability to prepare clear, concise oral and written communication.
- Ability to establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Ability to maintain confidentiality of sensitive records and information.
- Ability to prioritize records-related work in compliance with legal deadlines and operational needs.

PHYSICAL ABILITIES:

- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

WORK ENVIRONMENT:

- Work is performed in an office environment.
- Occasional exposure to irate members of the public.

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

ACKNOWLEDGEMENT

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

_____ _____

Employee Signature & Date ***Employee's Printed Name***

CITY COUNCIL AGENDA ITEM REPORT
July 15, 2025
Agenda Item No. 14A
Department: City Attorney
Sponsor: Geoffrey Calderon, City Secretary
Memo Prepared By: Geoffrey R. Calderon, Interim City Manager
Staff Recommendation: None

AGENDA ITEM

Consultation with Attorney § 551.071, Texas Government Code:

a. Update on the Letter of Demand for the Living Trust of James Distel. (G. Calderon, Interim City Manager)

Personnel Matters § 551.074, Texas Government Code:

a. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim 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 - 7/8/2025
Geoffrey R. Calderon, City Secretary	Final Approval - 7/8/2025