



CITY OF ALPINE
PLANNING & ZONING COMMISSION MEETING
July 22, 2024 – 4:30 PM

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

1. WORKSHOP MEETING - 4:30 P.M.

- A. Workshop to review the current zoning map and the updated draft zoning map compiled by the Rio Grande Council of Governments.
- B. Discuss the C-2A Zone and make a recommendation to the City Council regarding a plan to codify or repeal that zone.

2. REGULAR MEETING - IMMEDIATELY FOLLOWING THE WORKSHOP MEETING.

3. CALL TO ORDER.

4. 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, or at one singular agenda item. 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.

5. 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.

6. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING

- A. Approval of June 24, 2024, Regular Meeting Minutes. (G. Calderon, City Secretary)

7. DISCUSSION ITEMS

- A. Discuss the City ordinance policy and steps to proposing an ordinance. (M. Antrim, City Manager)

8. 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).

9. BOARD MEMBER COMMENTS

10. **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/agenda pursuant to Section 551.043, Texas Government Code. The said notice was posted by 5:00 P.M. on July 17, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL**this 17th day of July, 2024**



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



**PLANNING & ZONING COMMISSION AGENDA ITEM
REPORT**

July 22, 2024

Agenda Item No. 6A

Department: Board

Sponsor: Matt Walter, Chair

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



AGENDA ITEM

Approval of June 24, 2024, Regular Meeting Minutes. (G. Calderon, City Secretary)

EXECUTIVE SUMMARY

None.

SUPPORTING MATERIALS

1. 6-24-2024 P&Z Minutes

BUDGET CONSIDERATIONS

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023- N/A
2024:

Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

**CITY OF ALPINE
PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
JUNE 24, 2024 - 5:30 P.M.**

1. **Call to Order** – Matt Walter, Chair of the Planning & Zoning Commission, called the workshop meeting to order at 5:30 P.M. The meeting was held in the City Council Chambers located at 801 West Holland Avenue, Alpine, Texas, 79830 and via Zoom video conference.

Commissioners Physically Present:

Linda Molinar, Place 2
Tom Griffith, Place 3
Guy Fielder, Place 4
Joanna Laxton, Place 5, *Vice-Chair*
Matthew Walter, Place 6 – *Chair*
Lisa Nix, Place 7
Catherine Eaves, Mayor

City Staff & Officials Present:

Megan Antrim, City Manager
Geoffrey R. Calderon, City Secretary
Robert Rückes, Director of Building Services
Jessica Isley, Building Services

Commissioners Not Present:

Vacant, Place 1

3. **Public Comments** – None.

4. **Public Hearings** –

(Open 5:31 P.M.)

- a) Public Hearing to obtain citizen views and comments regarding Replat 2024-06-01, a replat application allowing the applicant, Penelope V. Avery, to amend the setback requirements of the subject property. The subject property is located at 1308 N. 4th Street and is legally described as Lot Seven (7), Block Forty-Seven (47), North Addition, located in the City of Alpine, Brewster County, Texas, according to the Plat of said subdivision recorded in Plat Envelope No. 108 in the Office of the County Clerk of Brewster County, Texas. The record property owner is Penelope V. Avery. The Property ID of the subject property is 11666. The current zoning classification of the property is R-1 One Family District. If the replat is approved the zoning classification will remain R-1 One Family District.
- b) Public Hearing to obtain citizen views and comments regarding Rezone 2024-06-01, a rezone application allowing the applicant, Sean Hopper, to establish a laundromat at the subject property. The subject property is located at 1003 E. Gallego Dr. and is legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records. The property owner of record is Sean A. Hopper. The property identification numbers of the subject property are 10746 and 10749. The current zoning classification of the subject property is R-4 Mobile Home District. The zoning classification if the rezoning application is approved will be C-1 Neighborhood Commercial District.

(Close 5:33 P.M.)

5. Approval of minutes of previous Board Meeting –

- a) April 22, 2024 Regular Meeting Minutes. (M. Walter, Chair)

On a motion by Commissioner Laxton and seconded by Commissioner Griffith to approve the minutes, the Planning & Zoning Commission unanimously voted to adopt the motion.

6. Discussion Items –

- a) Discuss Fiscal Year 2024-2025 Meeting Schedule. (G. Calderon, City Secretary)
- b) Review the current status of the zoning map with the Commissioners and the Rio Grande Council of Governments. (T. Griffith, Commissioner)
- c) Discuss spot zoning on the current zoning map and backup documentation for each spot zone. (T. Griffith, Commissioner)
- d) Discuss alignment of zoning boundaries in the City and whether these boundaries are appropriate to move forward with. (T. Griffith, Commissioner)
- e) Discuss the issue with C-2A zoning requirements being passed in 1996, but never codified. Review the C-2 A zoning requirements and discuss the plan moving forward. (J. Laxton, Commissioner)
- f) Discuss making a proposed ordinance recommendation to the City Council regarding an update to Ordinance 2011-01-01 (Historic District) overlay, and recommending that a Core Historic District be established: the North boundary being Sul Ross Avenue, the West boundary being South 7th Street, the South Boundary being Murphy Street, and the East boundary being South 4th Street. In addition to the establishment of a Historic District, recommend that the ordinance require that any exterior building facade construction, modification or renovation, along with any exterior landscaping, architectural lighting, along with signing display and sidewalk modification, must receive prior review by the Planning & Zoning Commission and require additional approval by the City Council. (M. Walter, Chair)

The Chair called a short break. (6:14 P.M.)

The meeting resumed. (6:21 P.M.)

- g) Discuss the proposed Post Oak Historical Survey, a survey and proposal from Post Oak Preservation Solutions and recommended by the Alpine Historical Association. (M. Antrim, City Manager)

Public Comments: Patricia Lafarelle, Ward 4; Bill Ivey, Ward 4.

- h) Discuss the Planning and Zoning Commission issuing a letter supporting the Alpine Historical Association's request for Hotel Occupancy Tax money to fund a Downtown Alpine Historic District Survey & National Register of Historic Places Nomination by Post Oak Preservation Solutions. (M. Walter, Chair)

The Chair called a short break. (6:14 P.M.)

The meeting resumed. (6:21 P.M.)

7. Action Items –

- a) Approve an updated recommendation to City Council to approve an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Removing the provision that provides the ability for the city council or the planning & zoning commission to initiate a spot zoning, or non-contiguous, zoning designation; Amending the application fee from \$250 to \$350. (M. Antrim, City Manager)

On a motion by Commissioner Griffith and seconded by Commissioner Laxton to approve, the Planning & Zoning Commission unanimously voted to adopt the motion.

- b) Approve Replat 2024-06-01, a replat application allowing the applicant, Penelope V. Avery, to amend the setback requirements of the subject property. The subject property is located at 1308 N. 4th Street and is legally described as Lot Seven (7), Block Forty-Seven (47), North Addition, located in the City of Alpine, Brewster County, Texas, according to the Plat of said subdivision recorded in Plat Envelope No. 108 in the Office of the County Clerk of Brewster County, Texas. The record property owner is Penelope V. Avery. The Property ID of the subject property is 11666. The current zoning classification of the property is R-1 One Family District. If the replat is approved the zoning classification will remain R-1 One Family District. (G. Calderon, City Secretary)

On a motion by Commissioner Laxton and seconded by Commissioner Fielder to approve, the Planning & Zoning Commission unanimously adopted the motion.

- c) Approve Rezone 2024-06-01, a rezone application allowing the applicant, Sean Hopper, to establish a laundromat at the subject property. The subject property is located at 1003 E. Gallego Dr. and is legally described as 0.5 acres, more or less, lying in Brewster County, Texas, Lot Ten (10), the W 1/2 of Lot Nine (9), Two (2) and the W 1/2 of Lot Three (3), EXCEPT the North 20 varas of Lots One (1), Two (2) and the W 1/3 of Three (3), in Block Thirty-Three (33) Hancock Addition South of the Railroad, according to the map/plat on of said addition filed in Plat Envelope No. 112, Brewster County Plat Records. The property owner of record is Sean A. Hopper. The property identification numbers of the subject property are 10746 and 10749. The current zoning classification of the subject property is R-4 Mobile Home District. The zoning classification if the rezoning application is approved will be C-1 Neighborhood Commercial District. (G. Calderon, City Secretary)

On a motion by Commissioner Fielder and seconded by Commissioner Laxton to approve, the Planning & Zoning Commission unanimously adopted the motion.

Public Comments: Angie Bermudez, Ward 1.

There being no further business, the meeting was adjourned.

8. Board Member Comments.

9. Adjourn (7:34 P.M.)

APPROVED:

Officer of the Planning & Zoning Commission

CERTIFICATION

I, Geoffrey R. Calderon, hereby certify that notice of this meeting was posted at City Hall, a convenient and readily accessible place to the general public, and to the City website at www.cityofalpine.com pursuant to Section 551.043, Texas Government Code. The said notice was posted at 5:00 P.M. on June 20, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

Geoffrey R. Calderon, City Secretary

PLANNING & ZONING COMMISSION AGENDA ITEM REPORT

July 22, 2024

Agenda Item No. 7A

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



AGENDA ITEM

Discuss the City ordinance policy and steps to proposing an ordinance. (M. Antrim, City Manager)

EXECUTIVE SUMMARY

On May 7, 2024, the City Council adopted an ordinance policy governing procedures for proposing and amending City ordinances. In addition, Chapter 16 - Boards, Commissions, and Committees to the Alpine Code of Ordinances states that all board actions must originate as a discussion item. This item is being facilitated to discuss the ordinance process and steps needed to propose updates to ordinances.

SUPPORTING MATERIALS

1. Ordinance Policy & Procedures

BUDGET CONSIDERATIONS

Expenditure Required: N/A
Savings Anticipation: N/A
Current Budget FY2023- N/A
2024:
Additional Funding: N/A

APPROVERS

Alex Tackett, Records Clerk
Geoffrey R. Calderon, City Secretary
Megan Antrim, City Manager

ORDINANCE POLICY & PROCEDURES

Adopted by the City Council via Ordinance 2024-04-03

ORDINANCE POLICY

In addition to the requirements set forth in the city charter, Section 3.13 and Section 3.14, it is the policy of the city to hold two readings for each ordinance:

- i. At a city council meeting prior to publication of the draft ordinance for official public hearing, the city council will take action to review, amend (as necessary), and vote on the draft ordinance. The agenda action item for the preliminary reading of the ordinance will be designated the “first reading” of the ordinance.
- ii. If the draft ordinance is approved by city council at the first reading, then the ordinance, with or without amendment, will proceed as delineated in the city charter to a public hearing and presentation to the city council for official adoption. The presentation to the city council for official adoption after the public hearing will be designated the “second and final reading” of the ordinance.
- iii. A proposed ordinance may be amended during the first reading, but any ordinance amended in substance at a second and final reading (and public hearing), must be again reconsidered at the next regular meeting. If the ordinance is amended as to any matter of substance at the second and final reading, the council may not adopt it until the ordinance or its amended sections have been subjected to all the procedures required in the case of a newly introduced ordinance in accordance with Section 3.14 of the city charter.
- iv. The exceptions to the two-reading ordinance policy are ordinances authorizing the issue of bonds or other obligations, budget amendments, and ordinances calling or canvassing an election. These ordinances may be adopted at a “first and final reading” so long as the publication requirements with Section 3.14 of the city charter are met. Emergency ordinances may be considered and adopted in accordance with applicable state law and are not subject to the two-reading ordinance policy.

ORDINANCE PROCEDURES

Being that ordinances have the force and effect of law, the city implements the following ordinance procedures to ensure the most efficient use of time and resources, to ensure adequate legal and stakeholder review and input, and to ensure transparency in government:

- i. To maximize review by members of the community during the ordinance process, all ordinances shall be recommended by the relevant board, commission, or committee, when the subject of matter of the ordinance would clearly benefit from input from a specific board, commission, or committee.
- ii. An ordinance change may be requested by the mayor, by any member of the city council, by city administration (“the city manager and the city secretary”), or by official action of a board, commission, or committee. The initial request to amend, or establish an ordinance must be made to city administration.
- iii. Upon receiving a request to amend or establish an ordinance, city administration must research and provide initial feedback, including a timeline to organize, request staff input, and write the proposed ordinance. The more complex the changes, the longer the time it will take for research and preparation. The initial feedback and tentative schedule for the proposed ordinance will be provided to the requestor within 7 days of receiving

the request. Ordinances proposed to be considered by Boards, Commissions, and Committees are subject to the same scheduling steps and timelines outlined in this section to provide city staff with necessary time to review the proposed ordinances, consult with the appropriate departments, and to prepare official recommendations at the board meeting which the proposed ordinance will be considered.

- iv. Before official presentation at a City Council meeting, a copy of the draft ordinance should be submitted to the city council and to the city attorney for review. A minimum of two weeks will be provided to the city council and city attorney to review proposed ordinances.
- v. Once the two week deadline has been met, the ordinance may be scheduled for a first reading, may be referred to a board, commission, or committee, or may be scheduled for further discussion.
- vi. Once the ordinance is approved at a first reading, a second and final reading may be scheduled for city council consideration. Publication requirements must be followed in accordance with sec. 3.14 of the city charter.
- vii. Upon approval of the second and final reading of an ordinance, city administration shall notify the city codifier of the passed ordinance and provide notice of the passed ordinance to the public in accordance with sec. 3.14 of the city charter.