

City of Alamo Heights
PLANNING AND ZONING COMMISSION
MINUTES
January 5, 2026

The Planning and Zoning Commission held a regularly scheduled meeting in the Council Chambers of the City of Alamo Heights, located at 6116 Broadway St on Monday, January 5, 2026, at 5:30 p.m.

Members present and composing a quorum of the Board:

Lori Becknell, Chairman
Stephen McAllister, Vice-Chair
Tobin Smith
Banks Smith
Laura Propp
Madison Marceau
Richard Bilanceri
Una Cuffy
Richard Garison
E.J. Bartolomei
Nikki Graham
Elizabeth Haynes

Members absent:

Staff members present:

Phil Laney, Assistant City Manager
Frank Orta, Public Works Director
Justin Herbert, Deputy Fire Chief
Tyler Brewer, Senior Planner
Garrett Pringle, Planner

Call Meeting to Order

The meeting was called to order by Chairman Becknell at 5:31 p.m.

Approval of Meeting Minutes: December 1, 2025

Commissioner Graham requested the meeting minutes for the December 1, 2025 P&Z meeting be amended to reflect her attendance from absent to present

Vice-Chair Mcallister motioned to approve the meeting minutes from December 1, 2025 with the amendment to reflect Commissioner Graham's presence. The motion was seconded by Commissioner Cuffy

The motion to approve the amended meeting minutes from December 1, 2025 passed with the following vote:

In Favor: Becknell, McAllister, Smith, Smith, Propp, Marceau, Bilanceri, Cuffy, Garrison, Bartolomei, Graham, Hayes

Against: None

Case No. 455

Public hearing, consideration, and action regarding the request of by Omar Rodriguez, applicant, as authorized by Section 16-105 of the Code of Ordinances to close, vacate, abandon, and sell a portion of public right-of-way, approximately 7sq ft (0.0002 acre tract) that adjoins the southeastern side of the property identified as CB 4024, BLK 10, LOT 62, EXC W IRR 2.73FT ALAMO HEIGHTS ADDITION, also known as 900 Cambridge Oval, of the City of Alamo Heights, Texas.

Mr. Brewer reviewed the case. He noted the purchase being proposed is via land swap with the city. In the case history, a similar proposal was previously approved by the Planning and Zoning Commission but was sent back from City Council with supported changes to the proposal as a land swap.

Commissioner Garrison asked for clarification if the car port on the property survey encroached into City's right of way. Mr. Brewer acknowledged that the city is aware of this encroachment.

Commissioner Bilancerii clarified that the difference in this proposal and the previous is the land being sold via land swap

Chairman Becknell opened the public comment portion of the meeting at 5:39pm

Joseph Muchart came forward and expressed his desire for this proposal to have been agreed upon by neighbors of the property but was not in opposition to the proposal.

Commissioner Bilanceri made a motion to recommend approval of the case as presented. Commissioner Garrison seconded the motion

In Favor: Becknell, McAllister, Smith, Smith, Propp, Marceau, Bilanceri, Cuffy, Garrison, Bartolomei, Graham, Hayes

Against:

Case No. 456

Public hearing, consideration, and action regarding a request by Frank B. Burney and Carter F. Scharmen of Martin & Drought, applicants, representing Meredith K. Morrill, owner, as authorized by Section 16-105 of the Code of Ordinances to close, vacate, abandon, and sell a portion of public right-of-way, approximately 4557sq ft (0.1046 acre tract) that adjoins the eastern side of the property identified as CB 4024, BLK 58, LOT 1, EXCEPT NW 3FT, also known as 401 Harrison Ave, of the City of Alamo Heights, Texas.

Mr. Brewer presented Case No. 456 and Case No. 457 in conjunction with each other due to the cases being related via the same resident seeking to purchase. He mentioned the current structure on 401 Harrison encroaches into the City's right of way and all work on this segment is limited to minor repairs.

Mr. Orta of the Public Works Department and Mr. Herbert of the Fire Department both came forward and voiced opposition to the proposal due to the narrowness of the existing street. Pictures of fire trucks recently out on a call on Allen St. were shown to demonstrate the narrowness of the street. There were concerns about how the proposal could affect provision of city services to residents located on the street for both emergency services and sanitation services. Mr. Orta also mentioned potential future projects from the city could be limited by the request as presented.

Commissioner Garrison asked about how the front yard setback restricts alterations to the improved front yard that encroaches into the right of way. Mr. Laney mentioned that there are alternative solutions to repairs and improvements to the existing structure such as variance requests. Chairman Becknell gave examples of a similar situation on another property in which improvements were able to be made with variance requests.

The applicant, Frank Burney, approached the commission. He gave background information on the request. He mentioned that the property owner attempted to make improvements to the main structure on 401 Harrison but ran into the problem of the proposed improvement encroaching into the City's right of way. This situation led to the request presented tonight.

The Commission generally shared concerns of the size of land being requested to purchase and the precedent that might set.

Commissioner T. Smith mentioned that goals of most recent project could be achieved through other processes and asked what the ultimate goal of the proposal is. Mr. Burney stated the owner may have future plans that could be impacted by this request. Commissioner B. Smith asked about alternative proposals in which the request could be amended to purchase less of the right of way.

The owner of 401 Harrison, Meridith Laurel, approached the Commission. She clarified that the goal of this request is to avoid needing to request variances for future improvements.

Chairman Becknell opened the public comment portion of the meeting at 6:44pm

Public comments were made by;

Jorge Cavazos of 223 Allen St.
John Hertz of 316 Harrison Ave.
Jim Taylor 223 Harrison Ave.
Pablo Pergola 220 Allen St.

Chairman Becknell left the meeting at 6:54pm and returned at 6:56pm

With no one else coming forward to speak on the matter, Chairman Becknell closed the open comment portion of the meeting at 7:01pm

Commissioner McAllister made a motion to recommend tabling of the case for the next regularly scheduled Planning and Zoning Commission meeting on February 2, 2026 pending an amended request. Commissioner Propp seconded the motion

In Favor: Becknell, McAllister, Smith, Smith, Propp, Marceau, Bilanceri, Cuffy, Garison, Bartolomei, Graham, Hayes
Against:

Case No. 457

Public hearing, consideration, and action regarding a request by Frank B. Burney and Carter F. Scharmen of Martin & Drought, applicants, representing Meredith K. Morrill, owner, as authorized by Section 16-105 of the Code of Ordinances to close, vacate, abandon, and sell a portion of public right-of-way, approximately 1643sq ft (0.0377 acre tract) that adjoins the eastern side of the property identified as CB 4024, BLK 58, LOT 18 & NW 3FT OF LOT 1, also known as 213 Allen St, of the City of Alamo Heights, Texas.

Mr. Brewer presented the case. Chairmen Becknell noted that although related to Case No. 456 it is still a separate request.

The Commission generally spoke of wanting to have the amended request of Case No. 456 available prior to deciding on this case.

Commissioner Becknell opened the public comment portion of the meeting at 7:09pm. With no one coming forward to speak on the matter Chairman Becknell closed the public comment portion of the meeting at 7:09pm.

Commissioner Bilanceri made a motion to recommend tabling of the case for the next regularly scheduled Planning and Zoning Commission meeting on February 2, 2026, pending additional information on Case No. 456. Commissioner Propp seconded the motion

In Favor: Becknell, McAllister, Smith, Smith, Propp, Marceau, Bilanceri, Cuffy, Garison, Bartolomei, Graham, Hayes
Against:

Case No. 458

Public hearing, consideration, and action regarding the request of George J. Baker, applicant, representing IMF1REO LLC, owner, to rezone the property identified as

CB 4050, BLK 74, LOTS 13, 14, 15, & 16 also known as 328/330 Montclair Ave zoned Multi-Family District (MF-D) to Office District (O-1).

Mr. Brewer presented the case. He mentioned there are only a few lots zoned in the city for the office district and that lots with this zoning are intended to be a buffer between residential and business zoning.

Mr. Baker came forward and explained the business he planned to operate if the zoning change is approved. He has an offer to buy the property contingent on the rezoning being approved.

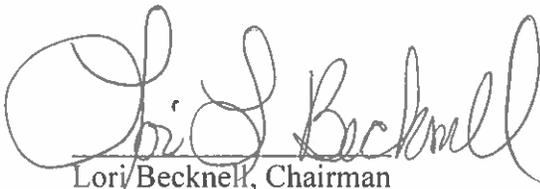
Chairmen Becknell opened the public comment portion of the meeting at 7:20pm. With no one stepping forward to speak the open comment portion was closed at 7:20pm

In Favor: Becknell, McAllister, Smith, Smith, Propp, Marceau, Bilanceri, Cuffy, Garison, Bartolomei, Graham, Hayes
Against:

Adjournment

There being no further business to discuss Vice-Chair Propp motioned to adjourn the meeting with Commissioner Cuffy seconding the motion. The motion passed with unanimous consent from the commission and the meeting adjourned at 7:22pm

THE PROCEEDINGS OF THE MEETING ARE ALSO DIGITALLY RECORDED, AND THESE MINUTES ARE ONLY A SUMMARY OF THE MEETING. THESE MINUTES ARE NOT A VERBATIM TRANSCRIPT OF THE PROCEEDINGS AND DO NOT PURPORT TO INCLUDE ALL IMPORTANT EVIDENCE PRESENTED OR STATEMENTS MADE.


Lori Becknell, Chairman
(Board Approval)

3/2/2026
Date Signed & Filed


Garrett Pringle, Planner
Community Development Services