

## Record Summary for Board of Adjustments

### Record

| Record #      | Status    | Opened Date |
|---------------|-----------|-------------|
| BOA-25-000067 | In Review | 10/03/2025  |

### Application Name

### Detailed Description

Variance to allow an existing storage room to encroach into the side yard setback.

### Assigned To Department

Board of Adjustment

### Assigned to Staff

Diana Barkume

### Record Type

Board of Adjustments

### Custom Fields

#### INTERNAL USE ONLY

|                          |        |
|--------------------------|--------|
| Source of Request        | Zoning |
| Fee Waiver Granted       | -      |
| Number of Parking Spaces | -      |
| Lot Acreage              | .28    |

#### PDOX INFORMATION

|             |   |
|-------------|---|
| PDox Number | - |
|-------------|---|

#### PROPERTY INFORMATION

|                                                          |                    |
|----------------------------------------------------------|--------------------|
| Existing Zoning                                          | CR                 |
| Lot Number                                               | 1                  |
| Lot Size (Acres)                                         | 0.28               |
| Block Number                                             | 7/5775             |
| Lot Size (Sq. Ft)                                        | 17286              |
| How many streets abut the property?                      | 2                  |
| Land Use                                                 | 1 story office     |
| Is the property platted?                                 | Yes                |
| Status of Project                                        | Existing           |
| Status of Property                                       | Non-Owner Occupied |
| Previous Board of Adjustment case filed on this property | Yes                |
| Accommodation for someone with disabilities              | No                 |
| File Date                                                | -                  |
| Seleccione si necesitara un interprete                   | -                  |
| Case Number                                              | -                  |
| Are you applying for a fee waiver?                       | No                 |

|                                                                          |              |
|--------------------------------------------------------------------------|--------------|
| Have the standards for variance and or special exception been discussed? | Yes          |
| Has the Notification Sign Acknowledgement Form been discussed?           | Yes          |
| Referred by                                                              | Ann Hamilton |

## Custom Lists

### Board of Adjustment Meeting

|   |                     |                       |
|---|---------------------|-----------------------|
| 1 |                     |                       |
|   | Room                | 6ES                   |
|   | BOA Administrator   | Kameka Miller-Hoskins |
|   | BOA Secretary       | Mary Williams         |
|   | BOA Code Specialist | Diana Barkume         |

### Board of Adjustment Request

|   |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|   | Type of Request                                          | Variance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|   | Request Description                                      | Side-yard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|   | Application Type                                         | Multifamily or nonresidential variance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|   | Affirm that an appeal has been made for                  | To allow an existing storage room to encroach into the side yard setback                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|   | Application is made to BOA to grant the described appeal | The building is leased to the City of Dallas for use by Texas WIC. The property is 6,000 sq. ft., however, Texas WIC is only able to occupy 1,669 sq. ft. of the premises per the prior CO. A remodel permit has been submitted, but is being held up due to an unpermitted storage room (304 sq. ft.). This room was constructed prior to the current ownership. The unpermitted storage encroaches into the side yard setback. We are seeking approval for the encroachment into the setback. Board approval is needed before the remodel permit and permit for unpermitted storage room can be issued. |

### Case Information

|   |                     |                                                                                                                                                                              |
|---|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 |                     |                                                                                                                                                                              |
|   | Full Request        | to construct and/or maintain a nonresidential structure and provide a 9- foot side yard setback, which will require a 11-foot variance to the side yard setback regulations. |
|   | Brief Request       | Variance to the side yard setback                                                                                                                                            |
|   | Zoning Requirements | requires a 20-foot setback.                                                                                                                                                  |
|   | Relevant History    | N/A                                                                                                                                                                          |
|   | BOA History         | Yes                                                                                                                                                                          |
|   | BOA History Details | BDA189-098-Sign-approved                                                                                                                                                     |

### GIS Information

|   |                     |    |
|---|---------------------|----|
| 1 | Census Tract Number | 91 |
|   | Council District    | 6  |

Street Frontage Information

|   |                      |        |
|---|----------------------|--------|
| 1 | Street Frontage      | Front  |
|   | Linear Feet (Sq. Ft) | 141.3  |
| 2 | Street Frontage      | Front  |
|   | Linear Feet (Sq. Ft) | 140.85 |

Contact Information

| Name                                       | Organization Name        | Contact Type   | Phone      |
|--------------------------------------------|--------------------------|----------------|------------|
| Robert Baldwin                             | Baldwin Associates, LLC  | Applicant      | 2147297949 |
| Email: rob@baldwinplanning.com             |                          |                |            |
| 3904 Elm Street, Suite B, Dallas, TX 75226 |                          |                |            |
| Name                                       | Organization Name        | Contact Type   | Phone      |
| Bobby Ruiz                                 | 3207 W NORTHWEST HWY LLC | Property Owner | 2148247949 |
| Email: rob@baldwinplanning.com             |                          |                |            |
| 4529 SOUTHERN AVE, DALLAS, TEXAS 752052624 |                          |                |            |

Address

3207 W NORTHWEST HWY, Dallas, TX 75220

Parcel Information

| Parcel No:       | Land Value | Legal Description | Book | Page | Lot | Block | Subdivision |
|------------------|------------|-------------------|------|------|-----|-------|-------------|
| 0000043241500000 |            |                   |      |      |     |       |             |
| 0                |            |                   |      |      |     |       |             |

Owner Information

| Primary | Owner Name               | Owner Address                              | Owner Phone |
|---------|--------------------------|--------------------------------------------|-------------|
| Y       | 3207 W NORTHWEST HWY LLC | 4529 SOUTHERN AVE, DALLAS, TEXAS 752052624 |             |

Status History

| Status      | Comment | Assigned Name | Status Date |
|-------------|---------|---------------|-------------|
| Payment Due |         | Diana Barkume | 10/03/2025  |

| Status    | Comment           | Assigned Name        | Status Date |
|-----------|-------------------|----------------------|-------------|
| In Review | Updated By Script | Accela Administrator | 10/03/2025  |
| In Review |                   | Elham Elbadawi       | 10/06/2025  |
| In Review |                   | Elham Elbadawi       | 10/06/2025  |
| In Review |                   | Elham Elbadawi       | 10/08/2025  |



## AFFIDAVIT

Appeal number: BDA \_\_\_\_\_

I, Randee Ruiz, Manager of 3207 W. Northwest Highway, LLC, Owner of the subject property  
(Owner or "Grantee" of property as it appears on the Warranty Deed)

at: 3207 W. Northwest Highway, Dallas, Texas  
(Address of property as stated on application)

Authorize: Rob Baldwin, Baldwin Associates  
(Applicant's name as stated on application)

To pursue an appeal to the City of Dallas Zoning Board of Adjustment for the following request(s)

  x   Variance (specify below)

       Special Exception (specify below)

       Other Appeal (specify below)

Specify: To allow an existing storage room to be located in the side yard setback.

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Print name of property owner or registered agent

Signature of property owner or registered

agent Date \_\_\_\_\_

Before me, the undersigned, on this day personally appeared

Who on his/her oath certifies that the above statements are true and correct to his/her best

knowledge. Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_

Commission expires on

\_\_\_\_\_



## REFERRAL FORM FOR BOARD OF ADJUSTMENT

|                              |               |                                 |
|------------------------------|---------------|---------------------------------|
| APPLICANT: <b>Jon Dickey</b> |               | OWNER: 3207 W Northwest Hwy LLC |
| ADDRESS: 3207 W. NW Hwy.     | STATE: TX     | ZIP: 75220                      |
| LOT: 1                       | BLOCK: 7/5775 | ZONING: CR                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Variance</b><br><input checked="" type="checkbox"/> Yard setback<br><input type="checkbox"/> Lot width<br><input type="checkbox"/> Lot Depth<br><input type="checkbox"/> Lot Coverage<br><input type="checkbox"/> Floor area for accessory structures for single family uses<br><input type="checkbox"/> Height<br><input type="checkbox"/> Minimum width of sidewalk<br><input type="checkbox"/> Off-street parking<br><input type="checkbox"/> Off-street loading<br><input type="checkbox"/> Landscape regulations<br><input type="checkbox"/> Other | <input type="checkbox"/> <b>Special Exception</b><br><input type="checkbox"/> Fence height and standards<br><input type="checkbox"/> Visibility triangle obstructions<br><input type="checkbox"/> Parking demand<br><input type="checkbox"/> Landscaping<br><input type="checkbox"/> Additional dwelling unit for a single-family<br><input type="checkbox"/> Carport<br><input type="checkbox"/> Non-conforming use<br><input type="checkbox"/> Other |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Please list the City of Dallas Development Code(s) this project is non-compliant with:**

**Description:** A variance to the side yard setback of 20' when adjacent to a residential zoning district is needed

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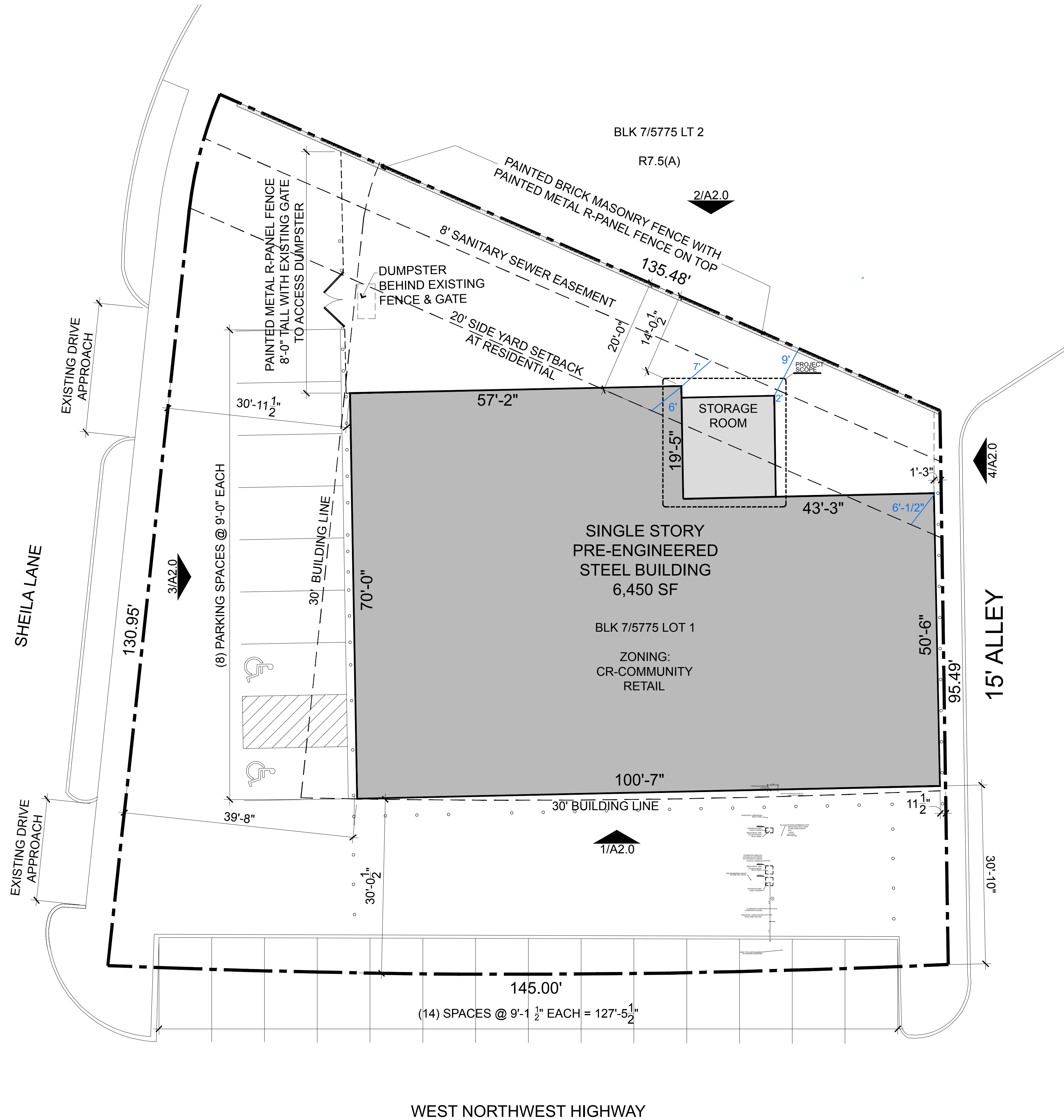
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**Alternative resolutions discussed/offered:**

Referred by: Ann Hamilton Contact: ann.hamilton@dallas.gov Date: 10/3/25



1

EXISTING SITE PLAN

SCALE: 1:10

PROJECT TEAM

OWNER: 3207 W NORTHWEST HWY LLC  
4529 SOUTHERN AVE  
DALLAS, TEXAS 75205

CONSTRUCTION  
MANAGER: DBM SERVICES  
3111 EXECUTIVE BLVD  
MEQUITE, TEXAS 75149  
CONTACT: JON DICKEY  
214.275.7930  
JDICKEY@DBMSERVICESLP.COM

ARCHITECT: THRASHER WORKS, LLC  
351 W JEFFERSON BLVD, STE 601  
DALLAS, TEXAS 75208  
CONTACT: KAREN THRASHER, AIA  
214.293.3498  
KAREN@THRASHERWORKS.COM

DRAWING INDEX

| NUMBER | SHEET NAME                      | 7/30/2025 |
|--------|---------------------------------|-----------|
| A1.0   | PROJECT INFORMATION & SITE PLAN | X         |
| A2.0   | EXTERIOR BUILDING ELEVATIONS    | X         |
| A3.0   | FLOOR PLANS & DETAILS           | X         |

GENERAL INFORMATION

PROJECT ADDRESS: 3207 W NORTHWEST HWY  
DALLAS, TEXAS 75220

ADOPTED  
BUILDING  
CODES: 2021 INTERNATIONAL BUILDING CODE w/ (AMENDMENTS)  
2021 INTERNATIONAL MECHANICAL CODE w/ (AMENDMENTS)  
2021 INTERNATIONAL PLUMBING CODE w/ (AMENDMENTS)  
2021 INTERNATIONAL FUEL & GAS CODE w/ (AMENDMENTS)  
2020 NATIONAL ELECTRICAL CODE w/ (AMENDMENTS)  
2021 INTERNATIONAL ENERGY CONSERVATION CODE w/ (AMENDMENTS)  
NFPA 101 - LIFE SAFETY CODE, LATEST EDITION  
TEXAS ACCESSIBILITY STANDARDS, LATEST EDITION

PROJECT TAS (TDLR) NUMBER: N/A

BUILDING INFORMATION

TOTAL FLOOR AREA: 6,450 SF

CONSTRUCTION TYPE: TYPE II-B, STEEL FRAME BUILDING

OCCUPANCY CLASSIFICATION: B-BUSINESS  
BLDG OCCUPANT LOAC: 43 OCCUPANTS

FIRE PROTECTION SYSTEMS: NO, NON-FIRE SPRINKLERED

SCOPE: STORAGE ROOM ADDITION, 278 SF

VICINITY MAP



SUBJECT  
PROPERTY

ZONING INFORMATION

CR - COMMUNITY RETAIL

FRONT SETBACK: 30'  
SIDE/REAR SETBACK: 20' ADJACENT RESIDENTIAL; OTHER NO  
MINIMUM  
DENSITY: 0.75 OVERALL  
0.5 OFFICE

HEIGHT: 54' / 4 STORIES

LOT COVERAGE: 60%

PROXIMITY SLOPE VISUAL INTRUSION  
ALLOWED USES: RETAIL & PERSON SERVICE, OFFICE USES



351 W JEFFERSON  
BOULEVARD, SUITE 601  
DALLAS, TEXAS 75208  
214.293.3498  
THRASHERWORKS.COM

RUIZ BUILDING  
Storage Room Addition

3207 W Northwest Hwy  
Dallas, Texas 75220

REVISION HISTORY:

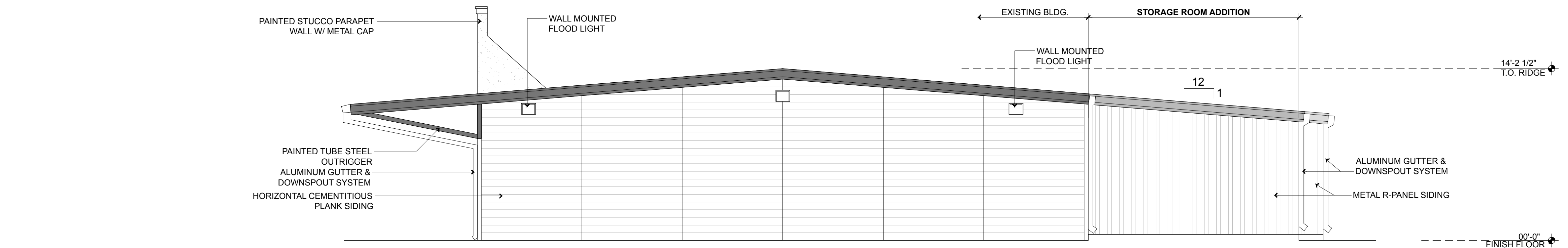
7/30/25 ISSUE FOR PERMIT &  
CONSTRUCTION

TW PROJECT NO. 26-27



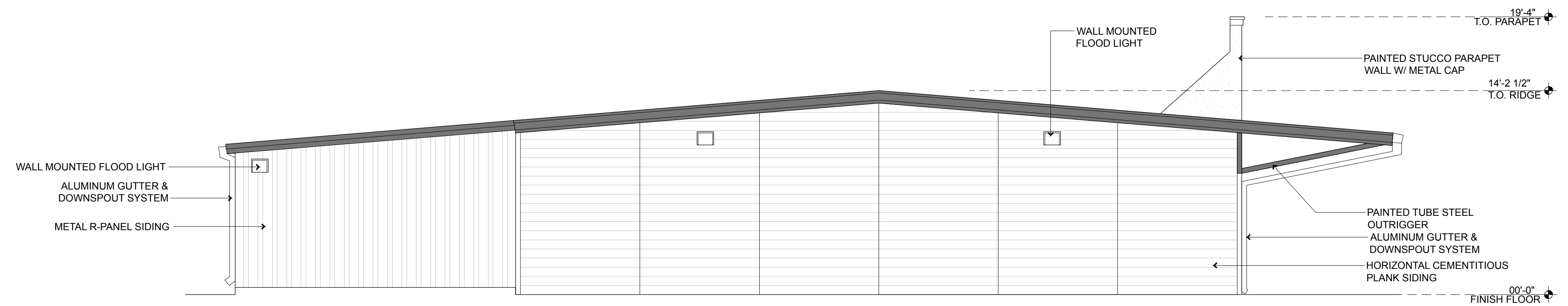
PROJECT  
INFORMATION  
& SITE PLAN

A1.0



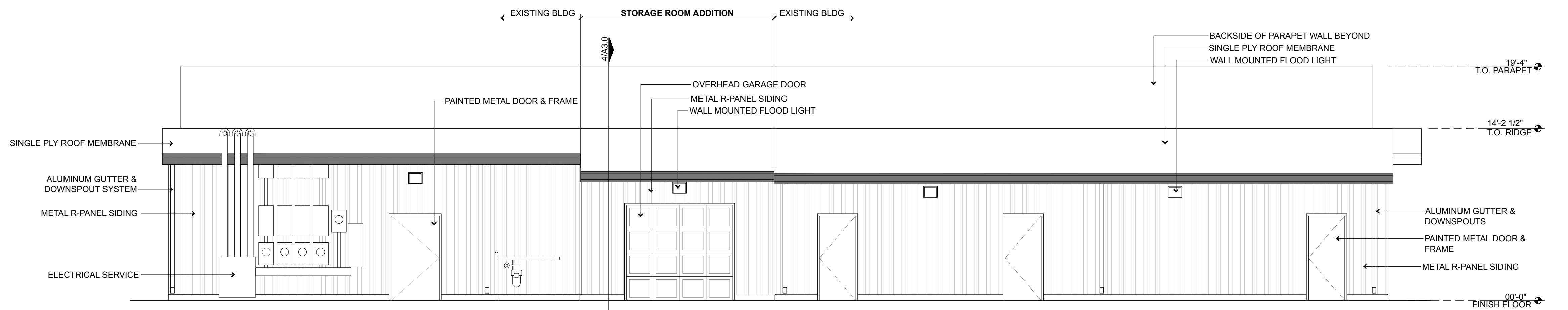
4 EXISTING BUILDING ELEVATION - EAST

SCALE: 3/16" = 1'-0"



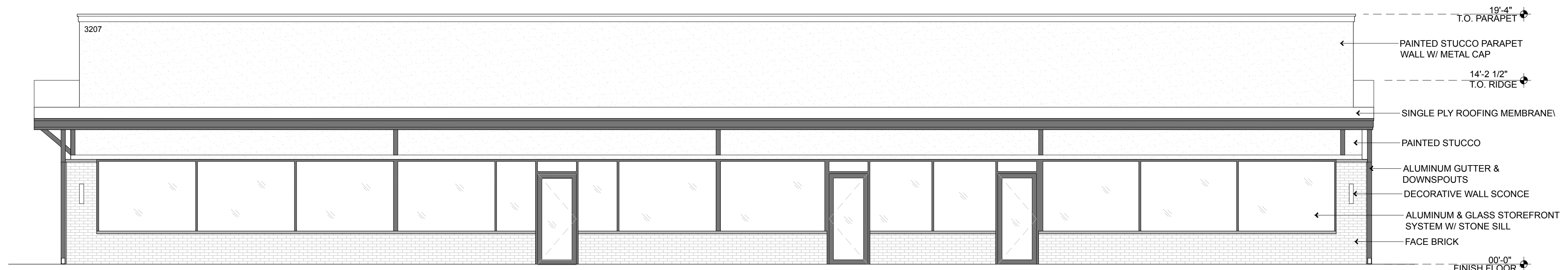
3 EXISTING BUILDING ELEVATION - WEST

SCALE: 3/16" = 1'-0"



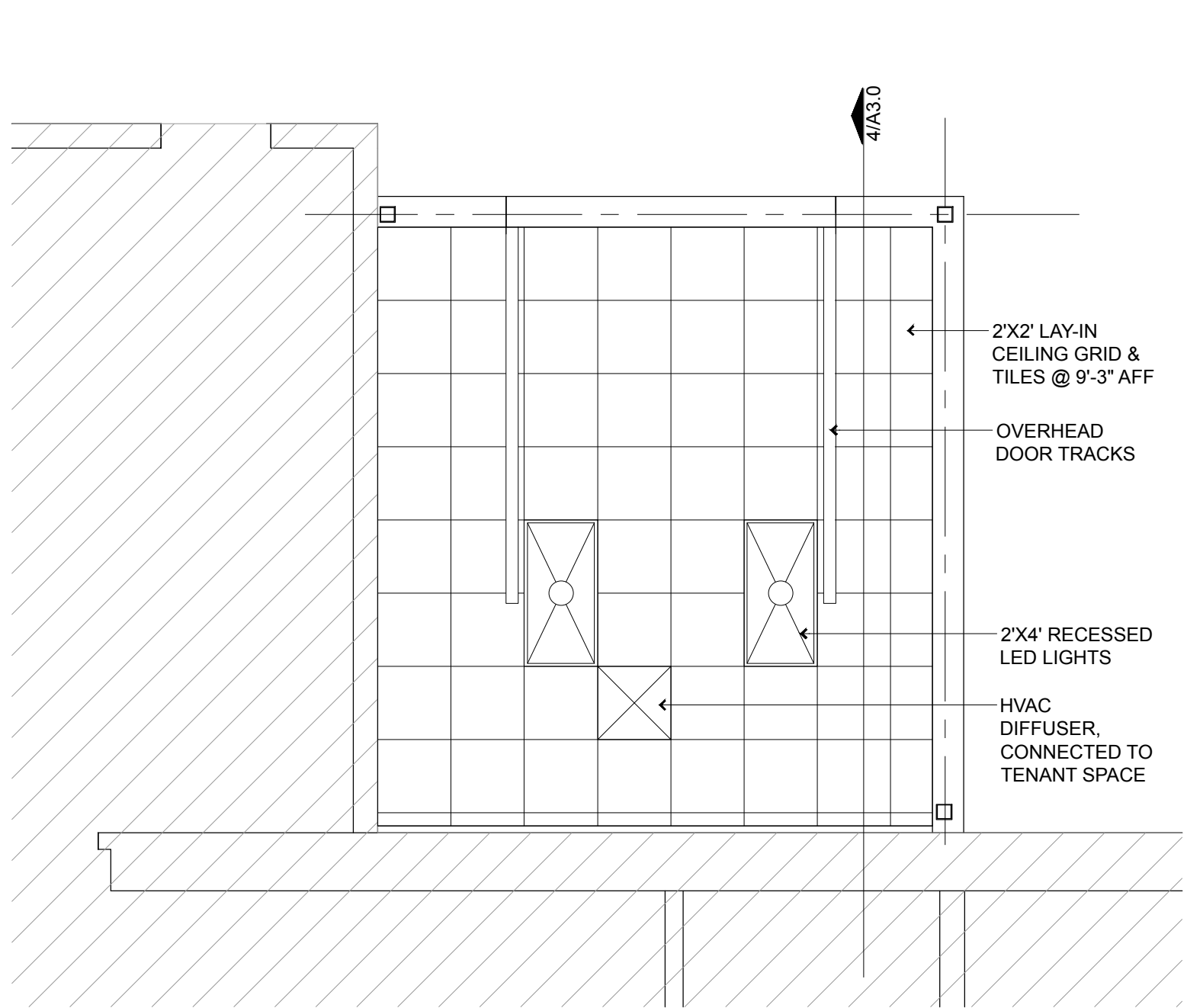
2 EXISTING BUILDING ELEVATION - NORTH

SCALE: 3/16" = 1'-0"

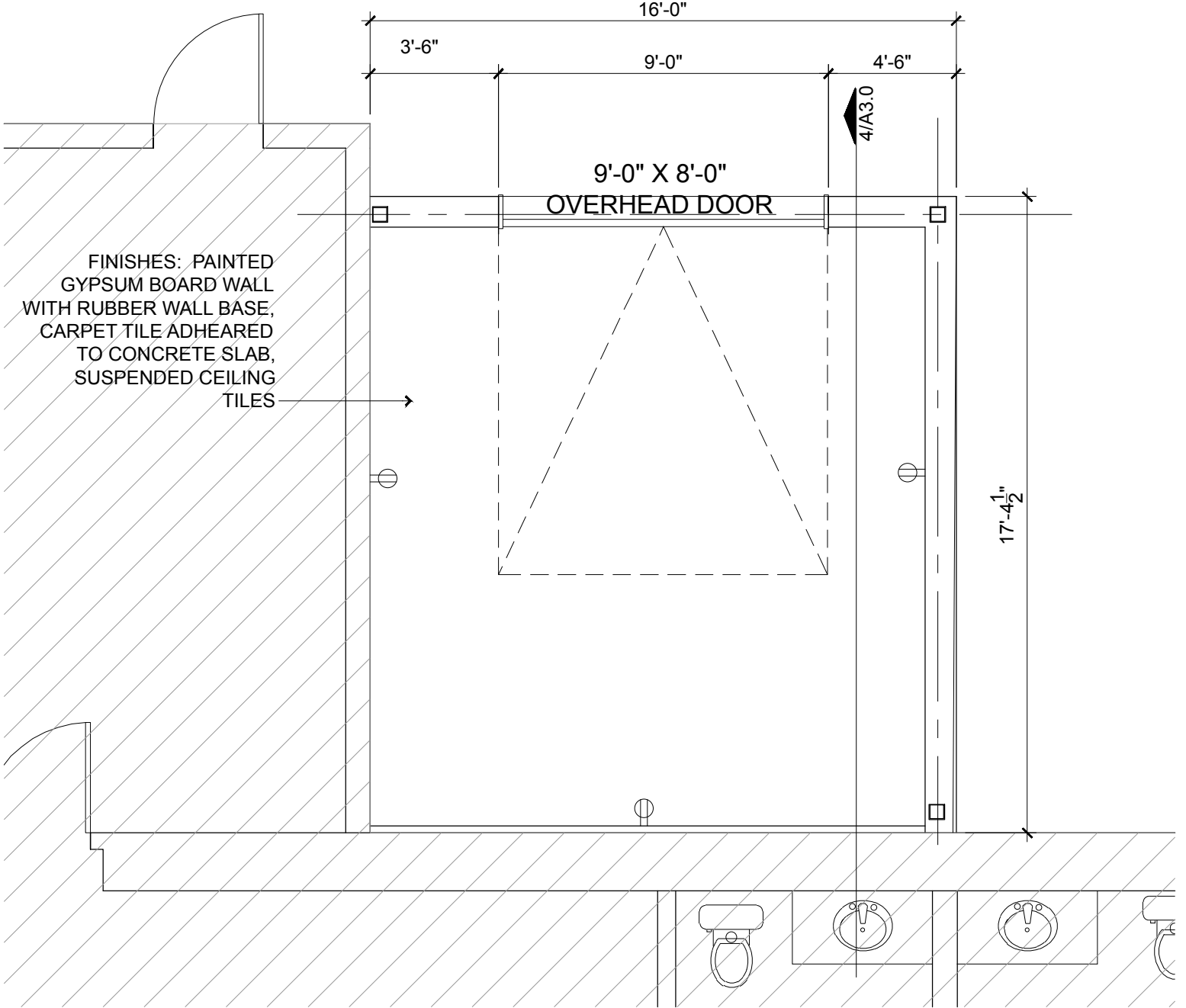


1 EXISTING BUILDING ELEVATION - SOUTH

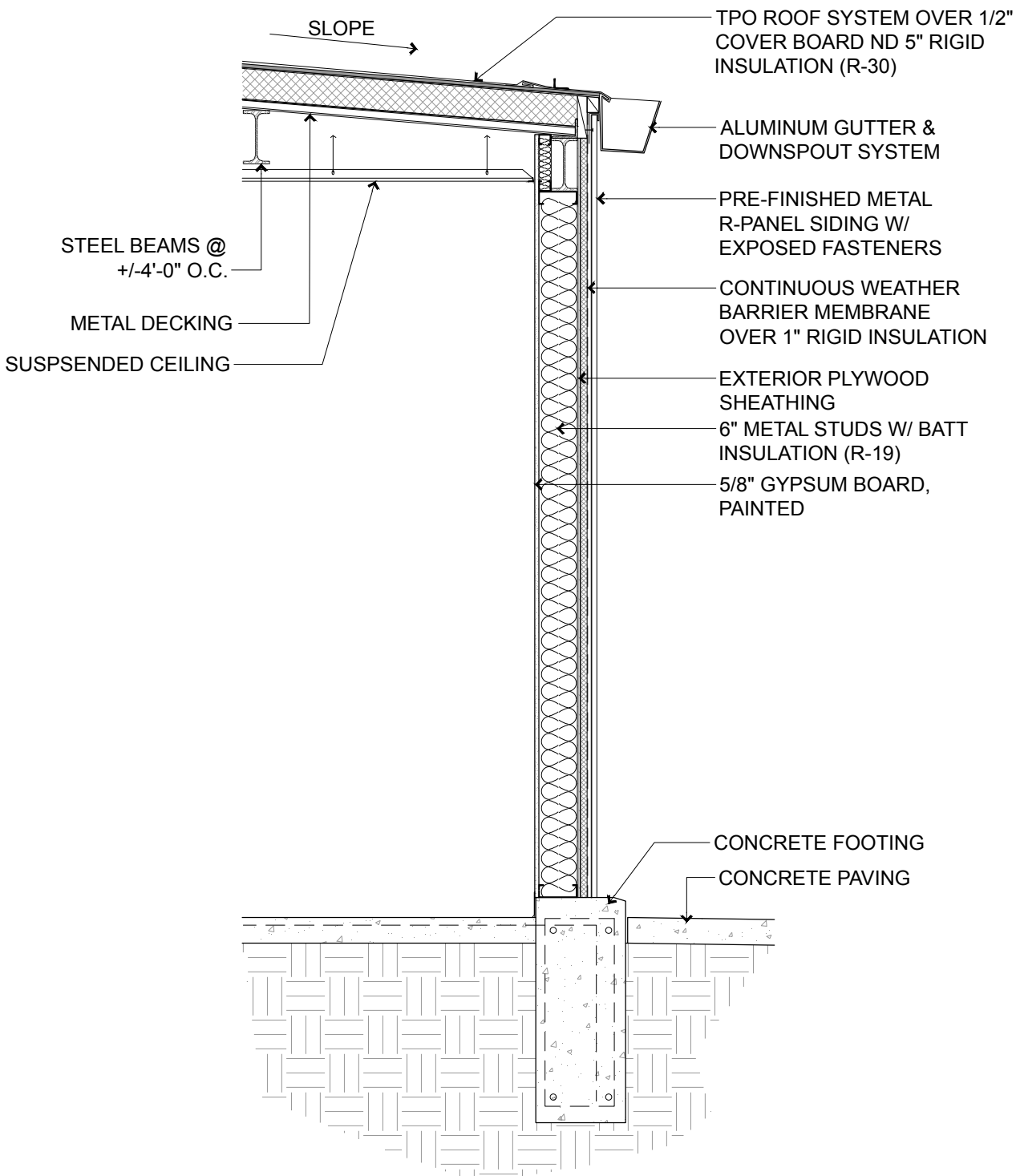
SCALE: 3/16" = 1'-0"



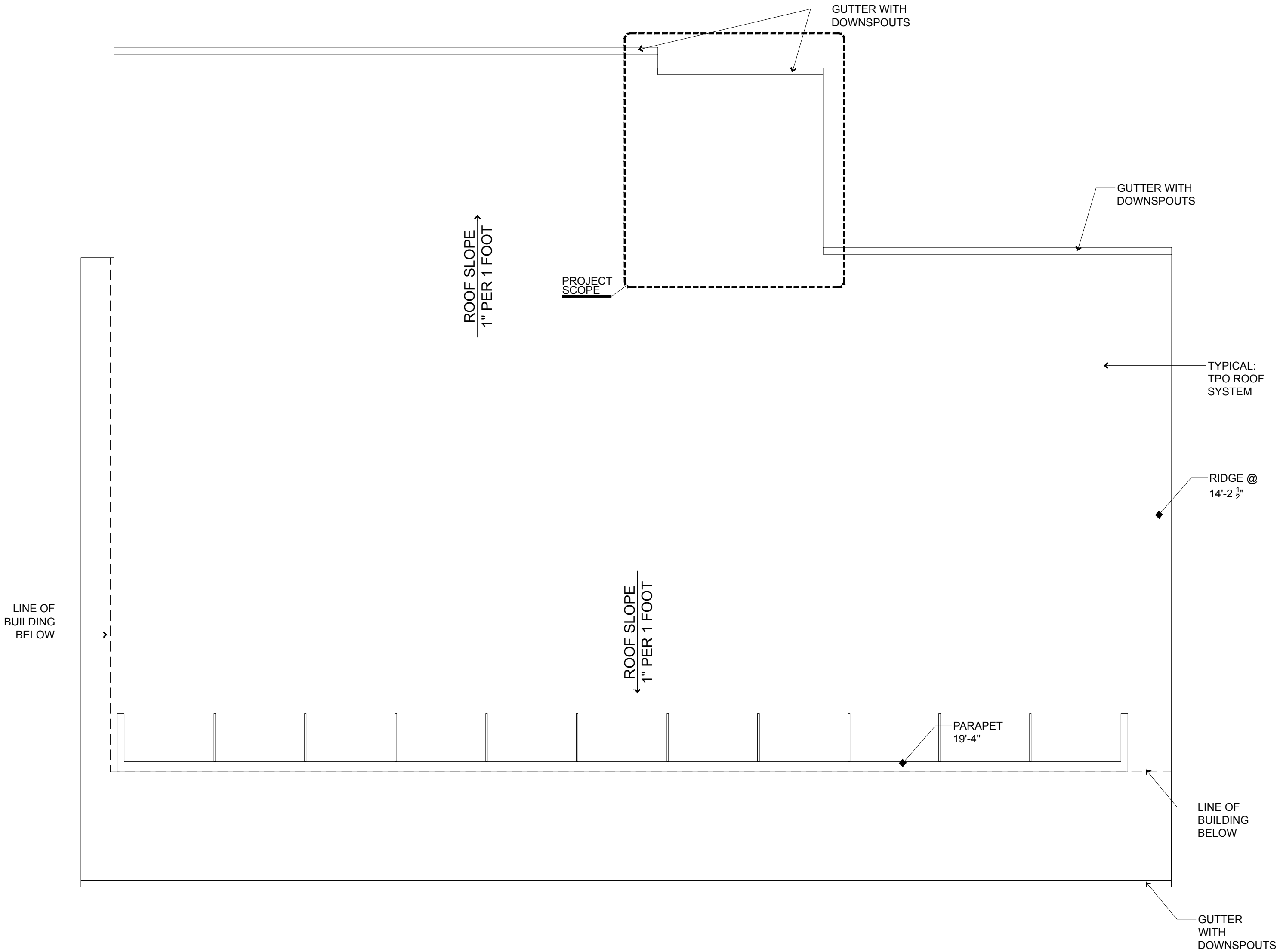
3 STORAGE ROOM CEILING PLAN  
SCALE: 1/4" = 1'-0"



2 STORAGE ROOM FLOOR PLAN  
SCALE: 1/4" = 1'-0"



4 WALL SECTION  
SCALE: 1/2" = 1'-0"



1 BUILDING ROOF PLAN  
SCALE: 1/8" = 1'-0"