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CITY SECRETARY
DALLAS, TEXAS

City of Dallas

Public Notice
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AGENDA

BOARD OF ADJUSTMENT
FULL BOARD MEETING

TUESDAY, NOVEMBER 3, 2026

9:00 A.M. – 4:00 P.M.
Dallas City Hall, Council Chambers and Videoconference

The Board of Adjustment Public Hearing will be held by videoconference and in Council Chambers at City Hall. Individuals who wish to speak in accordance with the Board of Adjustment Rules of Procedure by joining the meeting virtually, must register online at https://forms.cloud.microsoft/g/Fny3VmkfGb. **All virtual speakers will be required to show their video in order to address the board** or contact the Planning & Development Department at 214-670-4127 by the close of business Monday, November 2, 2026. In-person speakers can register at the meeting. Public Affairs and Outreach will also stream the public hearing on Spectrum Cable Channel 96 or 99; and bit.ly/cityofdallastv or YouTube.com/CityofDallasCityHall, and the WebEx link: **https://bit.ly/boa1103**

AGENDA

I. Coffee and Registration (8:30 a.m.)

II. Call to Order and Quorum established (9:00 a.m.) — David A. Neumann, Chairman

III. Introduction (Members and Alternate Members) — Pg.4

IV. Public Testimony

V. Chairman's Report — Pg.5

VI. Guest Speakers

- Emily Liu, Director, Planning & Development Department – 2026 in Review and Plans for 2027 — Pg.7
- Baron Eliason, Interim Inspector General – Ethics & Conflict of Interests — Pg.27

VII. Board Training

- Dr. Kameka Miller-Hoskins, Board Administrator & Chief Planner
  - BOA Team introductions
  - Application Flow Chart — Pg.91
  - Online Training Module — Pg.95
  - Parking Reductions — Pg.96
  - Dallas Zoning Reform Update — Pg.114

- Kaitlin Bethay, Board Attorney & Assistant City Attorney
  - CAO Team Introductions
  - Standards for Special Exceptions & Variances — Pg.130
  - City of Dallas v. Vanesko — Pg.147
  - Appeals of Administrative Decisions & TCHDallas2, LLC v. Espinoza — Pg.152

- Compliance Cases Pg.165
- Texas Open Meetings Act Pg.172

VIII. Lunch, Board Member Response & Feedback

IX. Action Items: Pg.186
- Review and Adoption of 2025-26 BOA Accomplishments Pg.187
- Review and Adoption of our 2026-27 BOA Goals and Objectives Pg.191
- Review and Adoption of BOA Recommendations to the City Council Pg.192
- Adoption of the 2025-2026 BOA Annual Report Pg.193
- Review and Adoption of the 2027 BOA Meeting Calendar Pg.225

X. Adjournment (4 pm).

Handgun Prohibition Notice for Meetings of Governmental Entities

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistol oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

"Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon into any open meeting on this property."

"De conformidad con la Sección 46.03, Código Penal (coloca armas prohibidas), una persona no puede llevar un arma de fuego u otra arma a ninguna reunión abierta en esta propriedad."

EXECUTIVE SESSION NOTICE

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. **seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code § 551.071]**

2. **deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code § 551.072]**

3. **deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code § 551.073]**

4. **deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code § 551.074]**

5. **deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code § 551.076]**

6. **discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code § 551.087]**

7. **deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex. Govt. Code § 551.089]**

8. **deliberating cybersecurity measures, policies, or contracts solely intended to protect a critical infrastructure facility. [Tex. Gov't Code § 551.0761]**

BOARD OF ADJUSTMENT PANEL ASSIGNMENT
2025-2027
April 23, 2026

PANEL A	R/G/RDist/PCT	AD/TS	APPOINTED BY
Kathleen Davis	W/F/01/4079	08-27-25/1	West (01)
Michael Hopkovitz	WM/12/2101	10-08-25/2	Mendelsohn (12)
Dave Neumann, Chair	W/M/11/2016	10-11-23/2	Mayor (15)
Kacy Rodgers, II	B/M/09/1171	04-22-26/1	Blackmon (09)
VACANT			
PANEL B			
Parker L. Graham	W/M/14/2038	01-08-25/0	Ridley (14)
Stuart Campbell	W/M/02/1116	10-01-25/1	Bazaldua (07)
Sarah Lamb	W/F/14/2144	08-27-25/1	Stewart (10)
Michael A. Quint	W/M/11/2056	10-01-25/1	Roth (14)
VACANT			
PANEL C			
Roger Sashington	B/M/03/4050	11-08-23/3	Gracey (03)
Rodney K. Milliken	W/M/07/1085	11-08-23/3	Resendez (05)
Jared M. Slade	W/M/13/4126	10-01-25/4	Willis (13)
Linda A. Garner	W/F/02/3016	09-17-25/1	Moreno (02)
Amelia S. Perez	H/F/06/4015	01-14-26/1	Cadena (06)
ALTERNATE MEMBERS			
Michael Dorn	W/M/11/2016	08-06-25/1	West (01)
Thomas Fleming	W/M/14/2085	11-05-25/3	Cadena (06)
Andrew Ryan Finney	W/M/01/4061	08-27-25/3	West (01)
Mary Candace Evans	W/F/11/2019	10-22/25/1	Roth (11)
Cheryl Gambow	W/F/13/2011	09-10-25/1	Willis (13)
Emmanuel Glover	B/M/06/4082	01-14-26/3	Cadena (06)

Legend:
R = Race
G = Gender
RDist = District of residence
PCT = Precinct
AD = Appointment Date
TS = Terms Served
H = Holdover
OH = Officer Holdover

City of Dallas
Board of Adjustment
November 3, 2026

Chairman's Report
David A. Neumann, Chairman
October 1, 2025 – September 30, 2026

Focus

- Provided leadership on behalf of the entire Board of Adjustment (BOA) amongst its Members, between the three Hearing Panels, liaison to the City Council and City staff to ensure Fairness for every property owner appeal to the BOA through a Transparent process that culminates in Timely public hearings where Accurate information is reasonably and consistently applied to the BOA's preexisting legal standards.

Advocacy

- Met with and obtained support of the members of the City Council Economic Development Committee to seek approval of updated Rules of Procedure. The full City Council however, decided to remand the Rules changes back to the BOA without our recommended in-person requirement for Member attendance. The Board will continue to utilize pre-existing Rules until we adopt further changes.

- Regularly met with Emily Liu, Planning & Development Director, to maintain executive level support and awareness of the mission of the Board, its members, staff and property owner/taxpayer expectations. At her request, attended Texas Planning Association conference: Recent Land Use Case Law, Texas changes allowing Multi Family on commercial properties by right, Zoning Basics, Roles of appointed officials on BOAs and CPCs.

- Visited several times with City Attorney's Office Executive Assistant City Attorney Casey Burgess and Stacy Rodriquez to confirm our Board Attorney support and defend the Board's decisions for all cases/appeals presented and appealed to District Court. Requested legal briefings from CAO to train BOA members on Texas case law standards.

- During this last year, only 1 BOA decision was appealed to Texas District Court. We currently have 5 decisions on appeal at a Texas District Court Appeals Court compared to 15 a year ago and 6 five years ago. An excellent indication of the soundness of our decision-making process.

City of Dallas
Board of Adjustment
November 3, 2026

Chairman's Report
David A. Neumann, Chairman
October 1, 2025 – September 30, 2026
(continued)

Empowerment

- Coordinated with Temporary Presiding Officers Jared Slade and Parker Graham to provide leadership to ensure the Board's Rules of Procedure and Chapter 8 of the City Code are applied consistently yet independently for all three Hearing Panels.

- Managed the Board's hearing calendar to occasionally consolidate cases from three panels to two panels to improve Members, Alternate Members, applicants, and staff use of time and efficiency. Requested extending applicant's submission deadlines and staff efficiencies to reduce application to hearing days.

- Met with new Members and Alternate Members to facilitate their initial training and onboarding to BOA.

City Staff Leadership

- Regularly worked with Board Administrator Dr. Kameka Miller-Hoskens to express the Board's expectations for BOA total appeal process (application to hearing) and provide feedback loop to obtain Board's Goals and Objectives.

- Encouraged to utilize more comprehensive staff analysis and technology combined with professional insight on uniqueness of subject site and adjacent properties. Proofreading of presentations ensures accuracy and easier Board receptiveness.

City of Dallas

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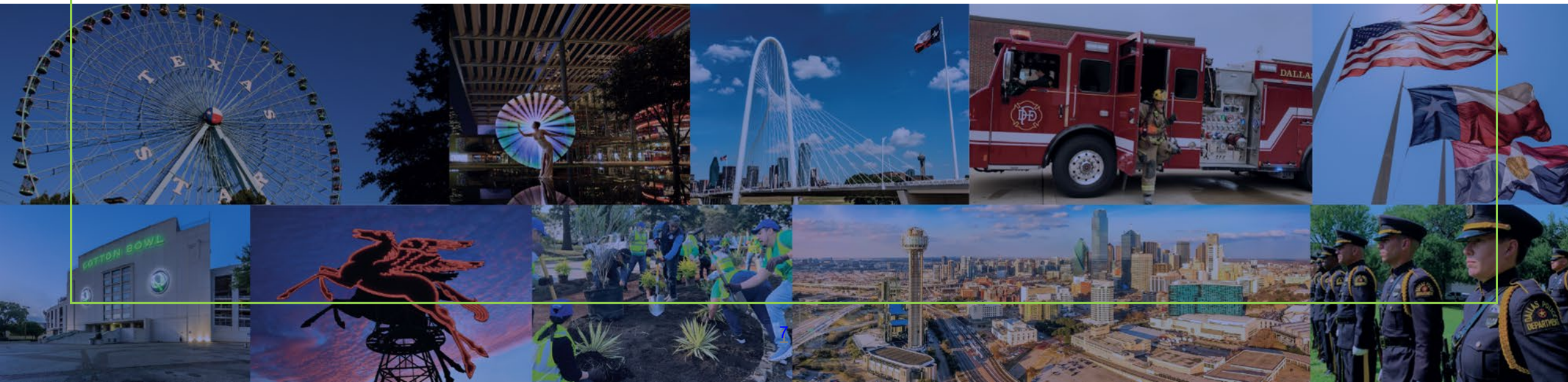
Yu “Emily” Liu, FAICP

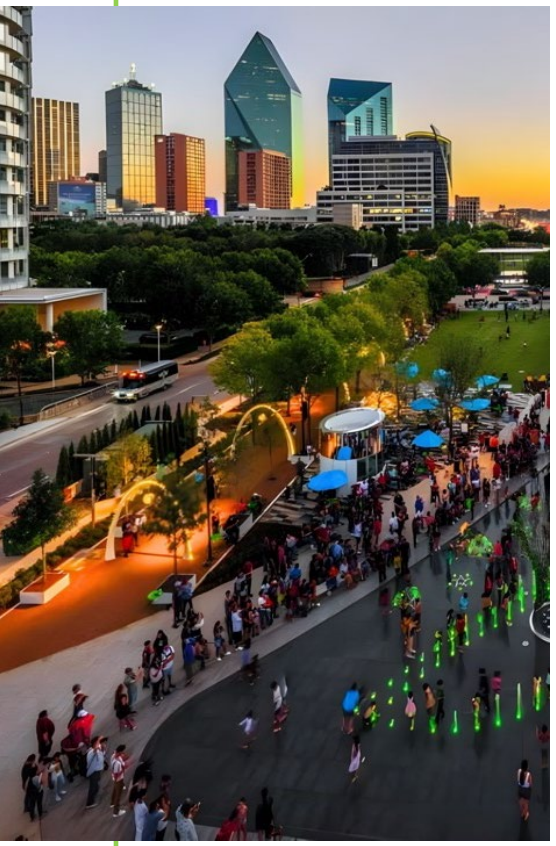
Director

PLANNING & DEVELOPMENT

Board of Adjustment

November 03, 2026





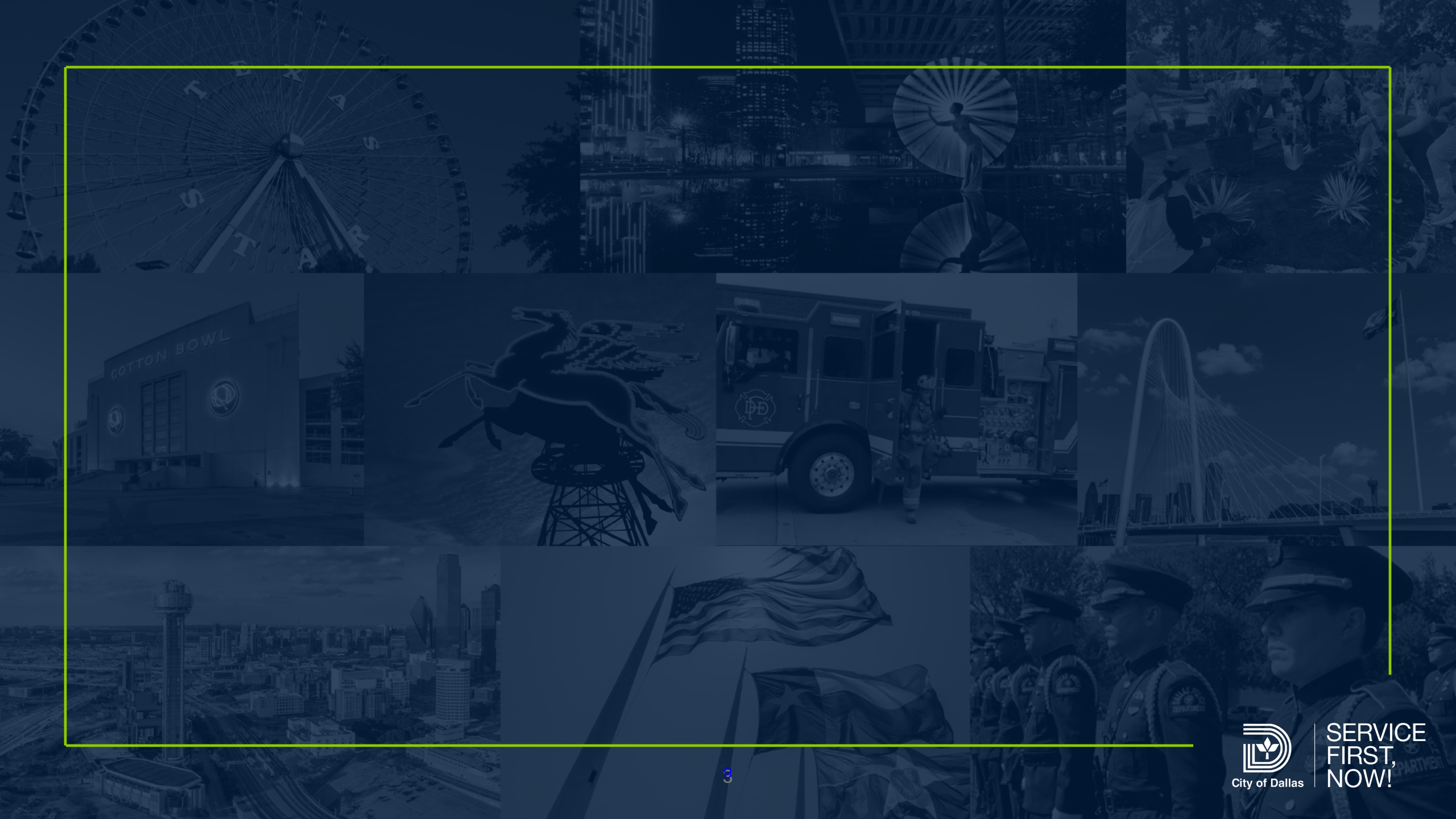
03

07

14

City of Dallas

SERVICE FIRST, NOW!



City of Dallas

SERVICE FIRST, NOW!

Department Mission Statement

TOGETHER, WE ARE PLANNING & BUILDING A BETTER DALLAS FOR ALL!



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Emily Liu
Director



Planning & Zoning

Andreea Udrea
Deputy Director



Permitting

Sam Eskander
Deputy Director/Chief Bldg Official



Customer X & Team Excellence

Vernon Young
Deputy Director

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Emily Liu
Director

Dr. Andreea Udrea
Deputy Director

Mina (Sam) Eskander
Deputy Director/Chief Building Official

Vernon Young
Deputy Director

Arturo Del Castillo
Assistant Director

Megan Wimer
Assistant Director

Linda Velez
Assistant Director

Willie Franklin
Assistant Director

Joel Cruce
Assistant Director (I)

Suzanne McKenrick
Assistant Director

Jason Pool
Assistant Director

Planning

- Long Range Planning
- Neighborhoods
- Research & Technology
- Authorized Hearings
- Urban Design
- Historic Preservation
- Conservation Districts
- GIS & Data Analytics

Zoning

- Code Amendments
- Special Zoning Projects
- Zoning Review
- Zoning Consultations
- Strategy & Process Improvement
- Subdivision
- Board of Adjustment
- Current Planning
- Sign Team

Commercial

- Q-Team
- Predevelopment
- Draining & Paving
- Water/Wastewater Review
- Survey
- Minor Commercial
- Fire Protection
- Health Review
- Green/Energy
- Electrical Review
- Plumbing Review
- Mechanical Review
- Commercial Intake

Residential

- RSVP
- School Team
- Residential Review
- Affordable Housing
- Residential Intake
- Engineering Q-Team

Inspections

- Zoning Inspection
- Construction Code Inspection
- NE Inspection District
- NW Inspection District
- SE Inspection District
- SW Inspection District

Team Excellence

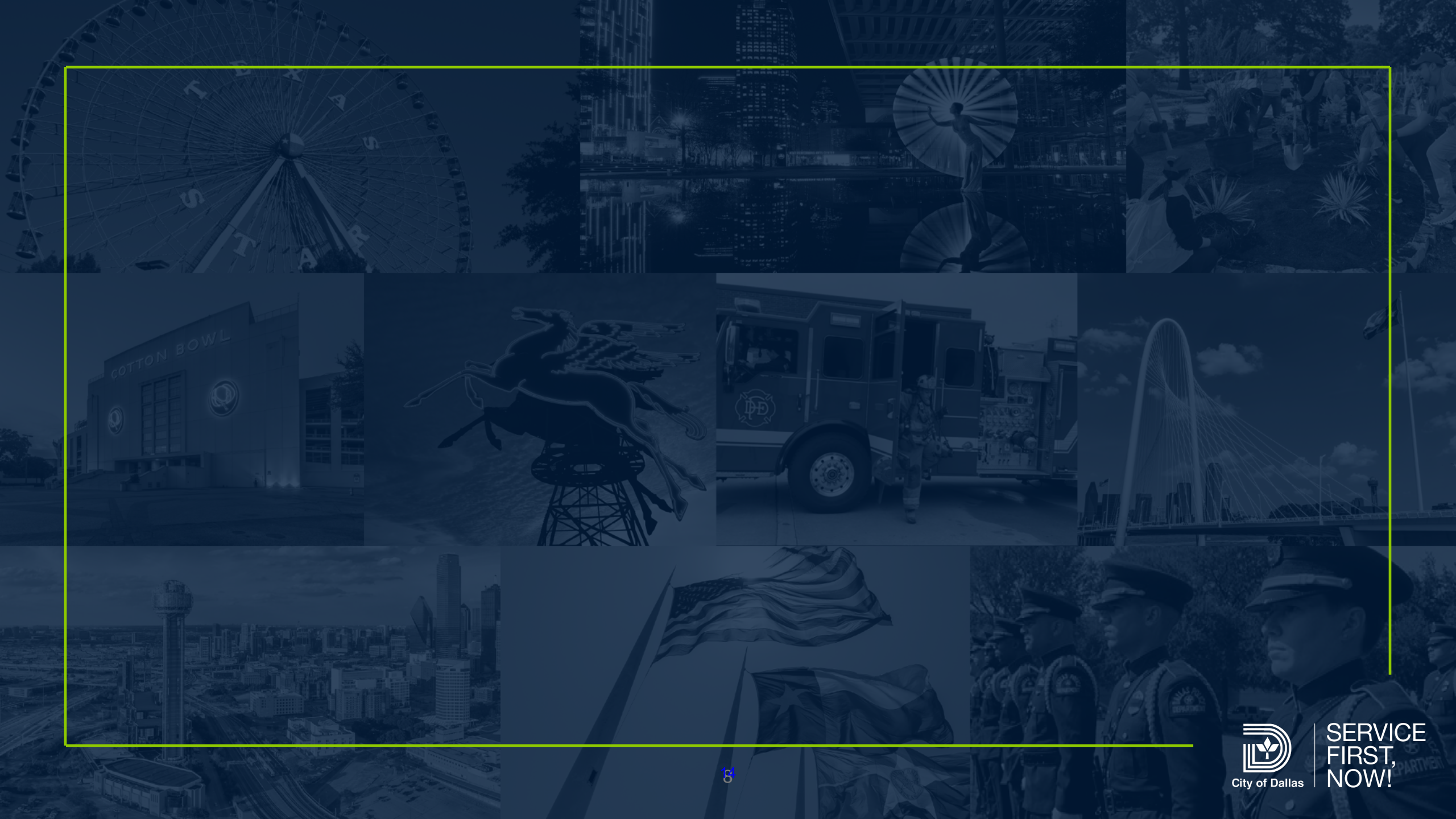
- Budget
- Procurement
- Contracts & Grants
- Human Resources
- Payroll
- Fleet & Equipment
- Accounting
- Technology & Equipment
- Communications & Policy

Innovation & Experience

- Permit Center
- W/WW Processing
- Call Center
- Speciality Permits
- Contractor Registration
- VeloCity Team
- Business Resource Center
- Record Management
- Training Team
- Innovation Team
- Policy Adminstration & Analysis
- VIP Concierge

City of Dallas | SERVICE FIRST, NOW!

1. Address land use and zoning inconsistencies, promote more Transit Oriented Development and mixed-use corridors, and improve residential design standards to advance ForwardDallas 2.0
2. Engage the community in shaping the initial draft of the Dallas Zoning Reform
3. Streamline the development review process and enhance coordination across departments to deliver seamless, efficient reviews
4. Reimagine customer service by utilizing new and emerging technologies, including AI, to deliver faster, more transparent, customer experience at the speed of business
5. Advance the culture of teamwork and accountability within the department while strengthening collaboration and problem-solving across all city departments
6. Elevate the department to national recognition for innovation and excellence in planning and development, attracting talent and advancing economic vitality



City of Dallas

SERVICE FIRST, NOW!

Plan Review Performance Before & After *DallasNow*



City of Dallas
SERVICE FIRST, NOW!



VIRTUAL INSPECTIONS IMPROVING SERVICE

Faster, more convenient inspections while maintaining safety and quality.

FASTER INSPECTIONS
Reduce travel and scheduling friction

GREATER CONVENIENCE
Virtual access from job sites across Dallas

MAINTAINS SAFETY & QUALITY
Supports code compliance and inspection standards

SOFT LAUNCH
JULY 2026
Virtual plumbing inspections now available

SERVICE
Real-time video inspection option for eligible inspections

ACCESS
Connect securely from the job site using a mobile device

FLEXIBILITY
In-person inspections remain available when needed

HOW IT WORKS
Simple, secure and accessible.

1. **Schedule** — Request a virtual inspection when available
2. **Connect** — Join the secure video link
3. **Show** — Walk through the work with the inspector
4. **Complete** — Receive feedback and next steps

City of Dallas
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[PublicAccess - Planning & Development Records Portal]

[How to Locate our SUPs Tutorial]

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STRONGER FINANCIAL POSITION

FY2025
FEE STUDY IMPACT

- Lowered revenues
- Projected fund balance below 30-day reserve

FY2026
YEAR-END RESULTS

- Revenues increased **$14M (29%)**
- MAINTAIN A **HEALTHY** FUND BALANCE

- STRONG CONSTRUCTION ACTIVITY
- YEAR-END FEE ORDINANCE CORRECTION
- INCREASED REVENUES

City of Dallas | SERVICE FIRST, NOW!


DALLAS–
FORT WORTH
IMPACT
AWARDS
ULI Dallas–Fort Worth Impact Awards
FY25–26 Awards & Accomplishments
1 Winner • 2 Finalists
LA VIDA
1-to-8 in IRC: Unlocking Opportunity for Missing Middle Housing
WINNER
Next Big Idea
2026 Award Finalist for
Shaping Successful Cities and Regions
Dallas Parking Reform
MAKING AN IMPACT ON DALLAS-FORT WORTH
Parking Reform for Flexible Parking Regulations
FINALIST
Shaping Successful Cities & Regions
2026 Award Finalist for
Housing and Communities
South Dallas Fair Park
MAKING AN IMPACT ON DALLAS-FORT WORTH
SDFP Area Plan: More than paper, a promise formed through collaboration.
FINALIST
Housing & Communities



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City of Dallas

Dallas Zoning Reform

Simple. Clear. Future Ready.

Simple.

Streamlined regulations that reduce unnecessary complexity.

Clear.

Rules that are understandable by everyone, not just specialists.

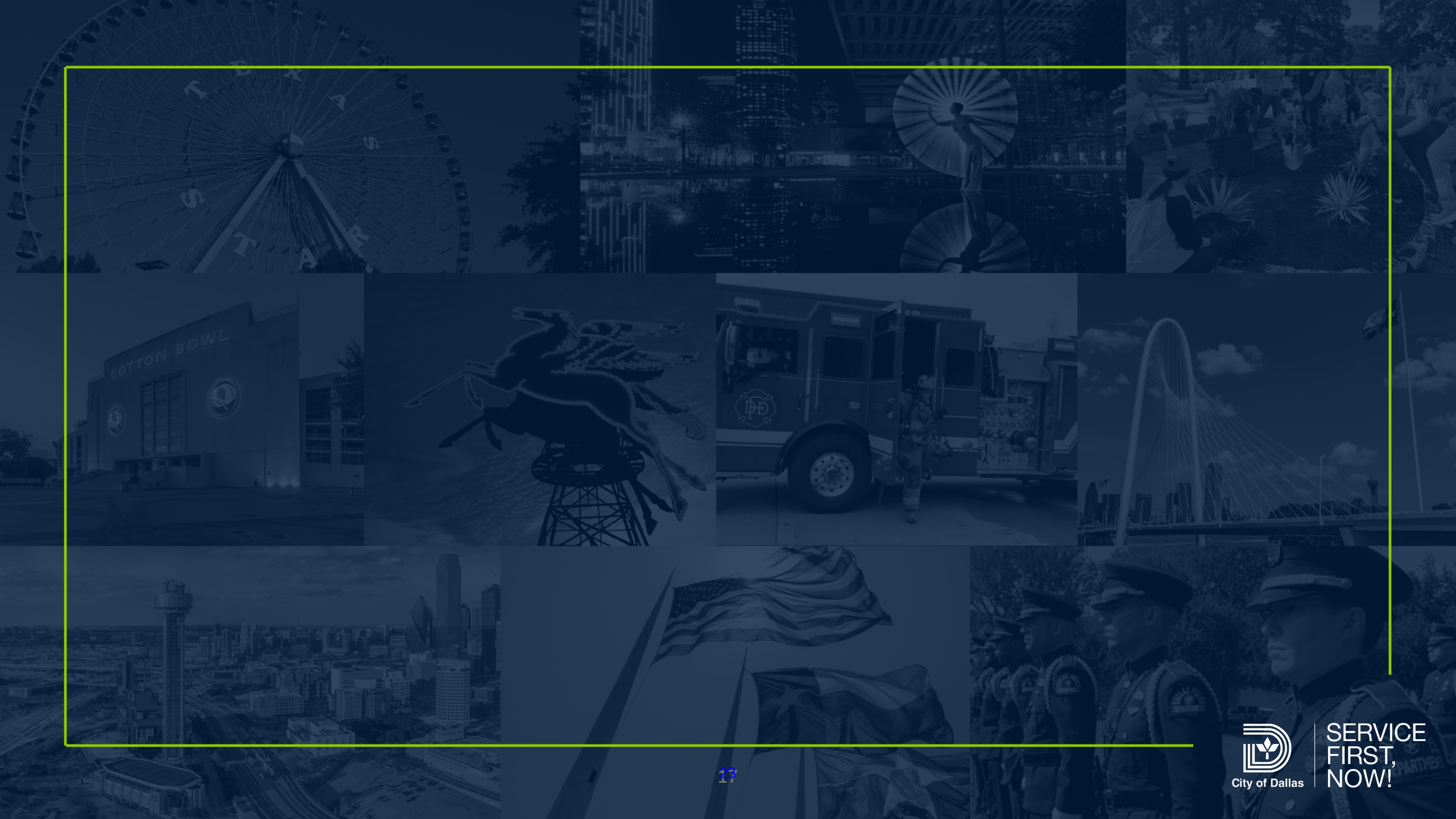
Future Ready.

Designed for the Dallas we're becoming, not the Dallas of yesterday.

City of Dallas | SERVICE FIRST, NOW!



City of Dallas | SERVICE FIRST, NOW!

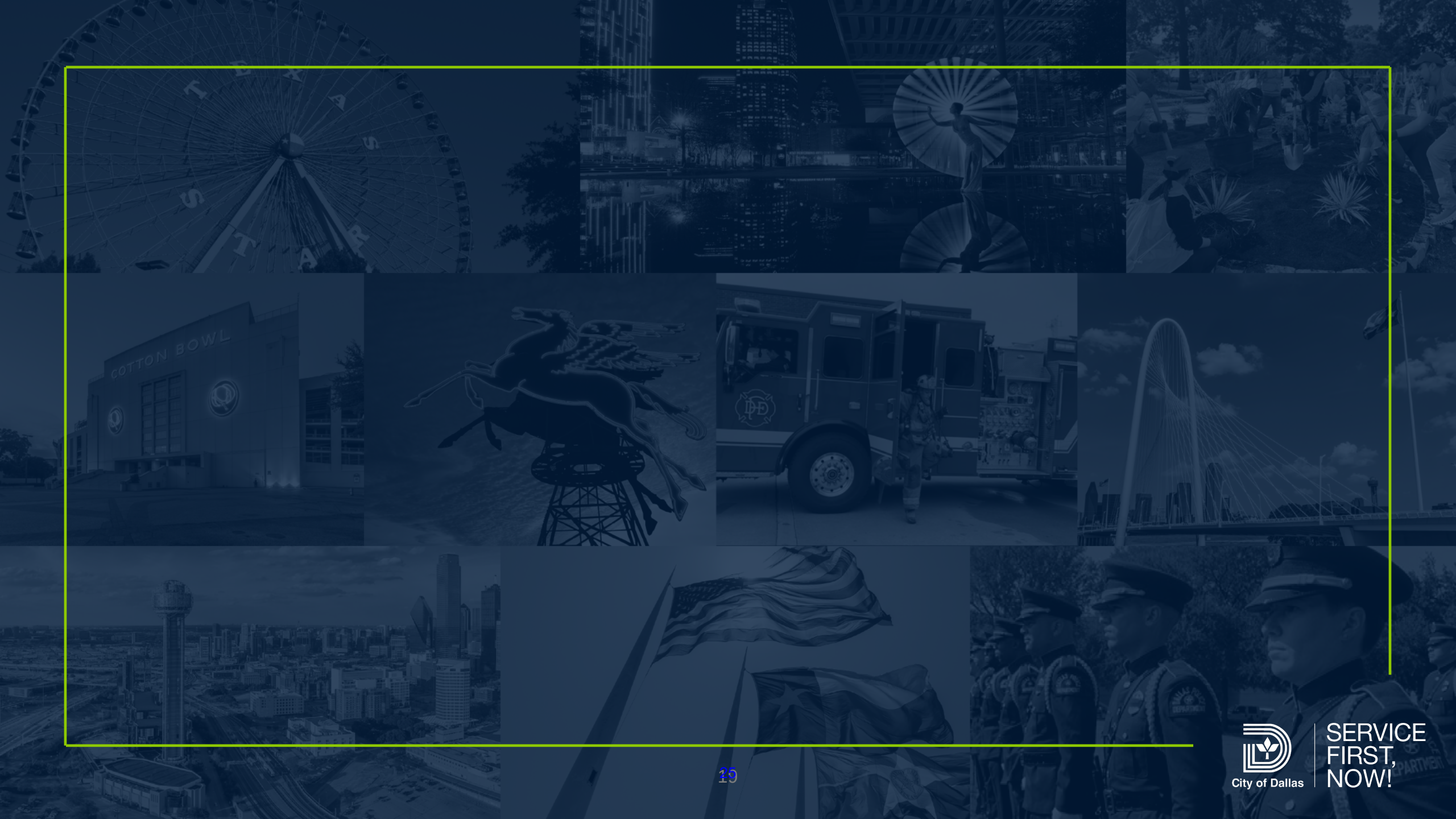


City of Dallas

SERVICE FIRST, NOW!

1. **Facilitate Dallas Zoning Reform to Support Dallas' Evolving Development Needs**
2. **Improve Departmental Efficiency, Predictability, & Coordination**
3. **Strengthen Partnerships & Improve Development Experience**
4. **Invest in Professional & Organizational Excellence**
5. **Modernize Technology, Data, & Human-Centered Innovation**

City of Dallas | SERVICE FIRST, NOW!



City of Dallas

SERVICE FIRST, NOW!

City of Dallas | SERVICE FIRST, NOW!

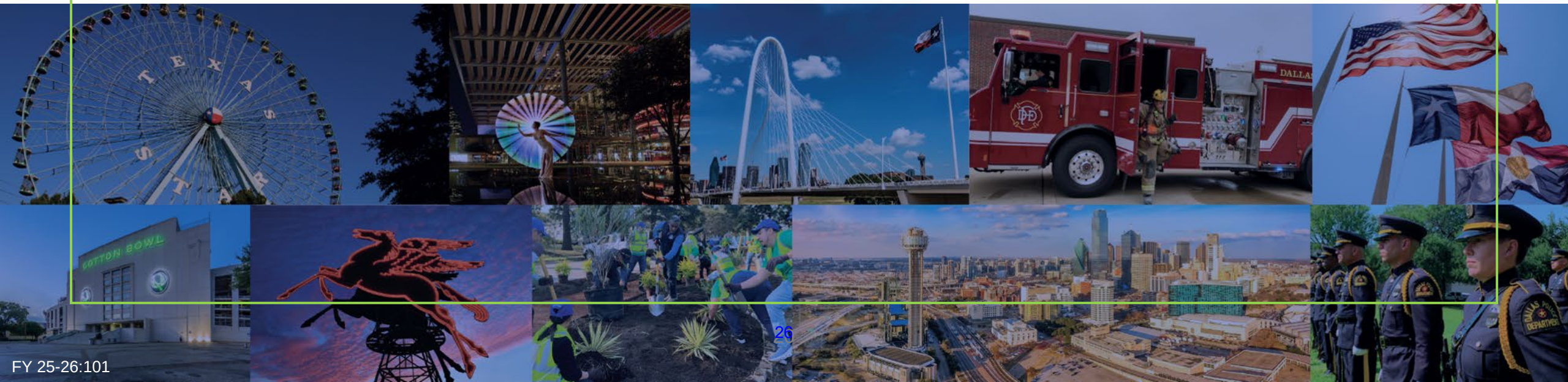
Yu “Emily” Liu, FAICP

Director

PLANNING & DEVELOPMENT

Board of Adjustment

November 03, 2026



Chapter 12A Code of Ethics

Office of the Inspector General
Ethics Training

2026

Baron Eliason
Interim Inspector General

City of Dallas

What does the OIG do?

OIG defends the City against unethical behavior



by



investigating complaints and promoting ethics

City of Dallas
SERVICE FIRST, NOW!

Focus of investigation



Ethics
Fraud
Waste, and
Abuse

The Code of Ethics (12A) - an ongoing work in process

Most decisions have some level of connection with ethics.

Not every connection with ethics is covered in the Code.

The Code is reviewed by council every two years.



Structure of the Code of Ethics (12A)

12A of the city code addresses ethics and it is divided into eleven articles or chapters.

Main conduct rules are in articles one, two, three, and six.



Article five addresses lobbyist
Article seven addresses the CAO and OIG
Article eight addresses the Ethics Advisory Commission (EAC)
Article nine addresses complaints, investigations, and hearings
Article ten addresses enforcement
Article 11 addresses required council review

The Code is as easy as 1-2-3

City of Dallas

The Patterns



The Humpty Dumpty Principle

Little things **ADD UP**

A BIG Clue - rationalization



Rationalization – its no big deal (Riggs bank), everybody does it, I deserve it, no one will notice, what's the difference, I'm just feel so passionate about it, I'm just trying to get things done, I'm not gonna cross any lines (as they are crossing a line)….

Ethics is a team sport – Hold!!!



1. When someone stands, they will not be alone.
2. If I try to cut a corner, a strong fence will pop up.

The Rules

Good to knows

You Are:

"**City officials**"

- **Appointed** to a **quasi-judicial body** by city council - 12A-2 (22)
- Including for purposes of lobbying article – see12A-29 (1)(I)(iii)

NOTE: some of the actions you take are advisory and not quasi-judicial. This affects which code provisions apply.

Good to knows

You Are:

A "**designated city official**" for purposes of making a financial disclosure report – 12A-40(a)(1)(A)(iv), and 12A-42(c).

- Due before accepting initial appointment or assuming the duties of office and annually thereafter.
- Sworn report filed with the City Secretary's Office
- Some answers include "Family Members" as defined in that Article.

Good to knows

You owe:

The ethics pledge within 30 days of appointment and personal financial statements before appointment and annually thereafter, as well as quarterly gift reports whether a gift is received or not.

“Relatives”:

“current or former spouse, domestic partner, child, stepchild, brother, sister, parent or stepparent, or a person claimed as a dependent on the city official or employee’s latest tax return.”

Good to knows (TOMA)

Good idea to have the city attorney's office present on it.

Basics:

If it is not on an agenda, timely made, and properly noticed – you can't take it up

E.g. responding to a speaker re a new issue

E.g. moving forward at a meeting with a new idea that arises during the course of a meeting but is not covered by the agenda

Good to knows (AD 2-14)

Abuse: A violation and circumvention of City or departmental procedures that impairs the effective and efficient execution of operations.

Waste: The thoughtless or careless expenditure, mismanagement, or abuse of resources to the detriment of the City.

Ethics violations: Any violation of the laws, ordinances, and rules listed in Section 12A-50(a)(2).

Good to knows (AD 2-14)

- **Fraud:** A deception intended to deprive a person or an organization of something of value.

Fraud includes, but is not limited to, forgery or alteration of any document for the purpose of deception; misappropriation of funds, supplies, etc.; improper handling or reporting of money or financial transactions for the purpose of deception; profiting by self or others as a result of inside knowledge; destruction or concealment of records, furniture, fixtures, equipment, or other City property with intent to defraud or cause harm; accepting or seeking anything of material value from vendors or persons providing services or materials to the City for personal benefit (excluding those items listed as not reportable gifts in Section 12A-12(b)); or any similar or related irregularity.

Article One – purpose and principles

Article One - purpose

12A-1(a)

(1) …**be independent, impartial, and responsible only to the people of the city**;

(2) …**follow proper procedures**;

(3) …**no conflict of interests with proper discharge of duties;**

(4) **…public office not be used for personal gain**; **and**

(5) …**the city council be maintained as a nonpartisan body**.

12A-1(b)

(1) Commitment beyond self.

(2) Obedience and commitment to the law.

(3) Commitment to the public good.

(4) Respect for the value and dignity of all individuals.

(5) Accountability to the public.

(6) Truthfulness.

(7) Fairness.

(8) Responsible application of resources.

Article One - principles

Definitions – 12A-2

(Confidential Government Information, Donation, Ex Parte Communication, Gift, Official, Relative, Representation)

Definitions – 12A-29 (Article V. Lobbyists)

(Lobby or Lobbying, Municipal Question, Public Subsidy Matter)

Article Two - conduct

Article Two – fiduciary duty

12A-3

- Highest duty under the law
- Owed: in performance of official duties
- To: the city of Dallas

Article Two - behavior

12A-4(a)

- Operate with integrity and in a manner that merits trust and supports of the city
- Uphold laws to protect and enhance the city's ability to carry out its mission
- Treat others with respect
- Responsibly manage taxpayer resources
- Take no actions that benefit you or a relative to the detriment of the city, avoiding even the appearance of impropriety
- **Carefully consider the public perception of personal and professional actions and the effect such actions could have on the city's reputation in the community and elsewhere.**

Article Two – standards of civility

12A-4(b)

- Accord respect and courtesy to one another
- Preserve honor and decorum in meetings
- Avoid:
  - abusive, belligerent, crude, derogatory, impertinent, profane, slanderous, threatening comments or actions
  - personal attacks of character, integrity, or motives of others

Article Two – civility and officials

- Avoid **interfering** with work of employees, **impairing** ability of employees to implement policy, **influencing** employees in the making of recommendations or decision, and **berating** employees
- Avoid **contacting employees directly**. Instead, work through city department director and city manager or attorney/auditor/secretary/IG to obtain information and request assistance with projects.

Article Two – civility and council members

…city council members shall not:

- **Use their position to influence the deliberations or decisions** of boards and commissions.
- **Appoint city council office staff members to boards and commissions**.
- **Demand that board or commissions members vote as requested** by the city council member or **threaten board or commission members with removal.**
- **This does not prohibit** city council members from receiving information from or providing information to a board or commission member, working together with board and commission members on projects, or expressing their opinions to board and commission members.

Article Two – other

Avoid:

- Discrimination 12A-5
- Retaliation against those following the Code of Ethics 12A-6
- **Using others to violate the Code of Ethics 12A-7**
  - **Assisting or inducing another to violate the Code (including attempt)**
  - **Working through another to violate any provision of the Code**
  - **Adds conspiring**

  Think "cutting corners" or "red tape"….

Other Persons and Ex Parte Communications – 12A-23

Issue: 12A-7 Other Persons

- There is a quasi-judicial matter before a body and a member of the body approaches a person about the project. This will violate 12A-7 by assisting or inducing the other person to violate 12A-23.

Article Two – other

Do:

- All: **Report known violations of the Code 12A-8 (required)**
- Officials: Sign and file the ethics pledge within 30 days 12A-11

Article Three – conflicts of interest

Some of these are conflicts requiring recusal, others are violations.

Gifts and donations (new system)

This will come up for you
It is complex at times
Easy button – don't accept them

AVOID cash or cash equivalents (hint: see the penal code) from any person doing or seeking to do business with the City.
DO report them (see later slides)

Gifts and Donations

Both are defined as

1. a voluntary transfer of property or the conferral of a benefit,
2. with no equal or greater value received in return (§12A-2(15) and (19)).

Options with Gifts

Three options:

1. Accept;
2. Refuse; or
3. Receive and donate (§12A-12(a)(5).

Note: This is not a recusal situation. Either you can accept the gift, or you cannot. You cannot accept a prohibited gift and deal with it by following the recusal process.

When Is a Gift Prohibited? - §12A-12(a)

The general rule is that a gift is prohibited when it:

1. Reasonably tends to influence or reward official conduct; or
2. The city official or employee knows it is intended to influence or reward the discharge of official duties.

Is there more guidance?

YES, the Code sets out specific elements to help with the following:

1. Recognitions such as honorariums, public awards, and ceremonial/protocol gifts;
2. Meals, travel, lodging, and entertainment;
3. Tickets;
4. Relation based gifts (relatives, friends, etc.); and
5. Loans and scholarships.

Substantial Interests In a Business § 12A-13.1

- You must recuse if you or your relative:
  - Owns 10% or more of the voting stock or shares, or
  - Owns 10% or more or $15,000 or more of the fair market value, or
  - funds received from the business exceed 10% of your gross income for the previous year, and

- The action on the matter will have a special economic effect on it that is different from the effect on the public

Substantial Interests in Property § 12A-13.1

- You must recuse if you or your relative's interest in property is an equitable or legal ownership with a fair market value of $2,500 or more.

- It is reasonably foreseeable that an action on the matter will have a specific economic effect on the value of the property, distinguishable from the effect on the public.

Miscellaneous Conflicts – 12A-14

Avoid

- Acquisition of interests in **impending matters**
- Acquisition of interests in **decided matters (12 months)**
- **Reciprocal favors** offered in return for official action
- Benefits to **previous employers (12 months)**
- **Participation in matters** that involve **property within the area of notification (zoning cases)** that you have an ownership interest in (continues until implementation)

Nepotism – 12A-16

- Officials shall not:
  - Appoint or influence **appointment of relatives to quasi-judicial boards or commissions**
  - Appoint or employ a relative to **any position of employment** within the city
  - Act as the **immediate supervisor** of a relative
- Council members shall not:
  - Appoint a fellow councilmembers relative to the Ethics Advisory Commission or any quasi-judicial board or commission within the city

Confidential Information – 12A-17

Avoid

- Using position to access official information other than for official responsibilities
- Disclosing confidential information gained because of your position
- **Disclosing to a member of the public the agenda, recording, or discussion of a closed meeting.**

Confidential Information – 52(d)

Avoid

- No city official or employee shall **reveal information relating to a complaint or investigation**, until made public by the inspector general, except as required for the performance of official duties.
- Ex parte communications to members of the Ethics Advisory Commission are prohibited.
- **All papers and communications relating to a complaint or investigation** are confidential unless required to be made public under the Public Information Act.

Representation of Private Interests – 12A-18

- Rules for officials and employees that are not council members
  - No **compensated** representation before the city.
  - No **uncompensated** representation before your own body; staff supporting the body; and board that will hear an appeal.
  - Two Key Exceptions:
    - Compensated representation is allowed for those who are officials only because of appointment, but they still must avoid representation before their own body.
    - Representation is allowed before one's own advisory body.

Representation of Private Interests – 12A-18

- **Avoid**
  - using your position to gain advantage, and implying you can influence decisions outside of proper channels (Hello, my name is Joe, I'm the chair of XYZ)
  - Representing others in lawsuits against the city
  - Practicing law in Dallas Municipal Court

Outside Employment § 12A-19

- You cannot have outside employment that could reasonably be expected to impair your independence of judgement or the performance of duties at the city
- You cannot personally provide services for compensation to a person or organization that is seeking business or requesting an approval, investigation, or determination from your board or body
- **EXCEPTION**: employment is primary source of income.
- **ISSUE**: what if you have several sources of income?

Use of Public Resources - 12A-20

Avoid

- Using city facilities, personnel, equipment, or supplies for private purposes (including political purposes)

Common example: asking staff for help with personal projects

Political Activity and Advertising

- City officials
  - Must **avoid using name/prestige of your office or position on behalf** of a political candidate, party, or committee.
  - Cannot serve as the **designated campaign treasurer** under the Texas Election Code.
  - **Don't solicit or receive contributions** on behalf of a political candidate, party, or committee.
- All
  - Cannot **influence any subordinates**.
  - Cannot **accept money for political activity relating to an item pending on the ballot** if you contributed to the development of the ballot item.
  - Cannot display or fail to remove campaign materials on any city vehicle under your control.

City Charter: Financial interests - Ch22 § 11

- (a) No city official or employee shall have **any financial interest, direct or indirect, in any contract with the city, or be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or services, except on behalf of the city as a city official or employee.** Any violation of this section shall constitute malfeasance in office, and any city official or employee guilty thereof shall thereby forfeit the city official's or employee's office or position with the city. Any violation of this section, with knowledge, express or implied, of the person or corporation contracting with the city shall render the contract involved voidable by the city manager or the city council.

- (f) **This section does not apply to a nominee or member of a city board or commission**, including a city appointee to the Dallas Area Rapid Transit Board. A nominee or member of a city board or commission, including a city appointee to the Dallas Area Rapid Transit Board, must comply with any applicable conflict of interest or ethics provisions in the state law and the Dallas City Code.

Financial interests – 12A-22(b)

- Restrictions on financial interests in a city contract covered in Ch. XXII of the Charter do not apply to a member of a board or commission except as provided in (b) and 12A-20 (c).
- (b) a city official may not, while in the service of the city….
  - Submit a bid or proposal to make a contract with the city
  - Negotiate or enter into any city contract.
- (c) Exception: members of advisory boards or commissions.

WHAT DO I DO??? SEEK AN ADVISORY OPINION

Ex Parte Communications – 12A-23

No person shall, directly or indirectly, communicate with any city official of any quasi- judicial city board or commission regarding any adjudicative matter that is, or may reasonably be expected to be, pending before the board or commission, unless a full disclosure of the communication is simultaneously made available to every other party to the matter.

This prohibition **does not apply to any communication by a city employee with the city board or commission in the performance of the city employee's official duties**

Recusal – 12A-24

- Must recuse self if conduct would violate provisions in Article two or three of the Code.
- This section is triggered from the time the conflict is recognized.
- You must immediately refrain from further participation including discussions with any other persons likely to consider the matter.

Recusal – 12A-24

- Must make written disclosure to the city secretary and a disclosure to the board.
- Must not be present during any discussion or voting on the matter.
- Area of Notification conflict: a city official or employee who has an ownership interest, a lease, or other economic interest in a property within the area of notification.

Article Six - reporting

Reporting Basics

- You must file verified financial statements related to the prior calendar year with city secretary
- Deadline is April 30th at 5PM
- Report must include **reportable** gifts over $300, no gifts if none received.
- Gift, Donation, and Travel reporting is required quarterly (gift reporting is required **even if no gifts are received** for designated officials)
- See section 45.1 for a Reporting Requirements Chart

What if protocols

When you need a little help – Advisory Opinions - §12A-47(d)

- Make a request in writing to the City Attorney for an advisory opinion.
- Request must be regarding future conduct (e.g., accepting a gift).
- Give all the needed facts.
- Follow the advice.

A safe harbor for you.



Turn around time is ten business days.

City of Dallas

When you bump into a conflict: § 12A-24



- If a conflict arises **recuse yourself:**
  - **From the time of recognition,**
  - **Immediately refrain** from participation,
  - **Promptly disclose** to the city secretary and ….

PRO TIP: A person can only recuse if there is a conflict. If there is the appearance of a conflict, then the person needs to consider if disclosure makes the most sense and perhaps finding another way to handle the matter that does not have the appearance issue.

When the Code is violated

First, duty to REPORT violations §12A-8.

How do you report
The Whistle - Ethics Hotline





When the Code is violated

First, duty to REPORT violations §12A-8.

Second, investigation Standards:

- Duty to **cooperate** with an investigation §12A-52(e).
- Duty to **MAINTAIN CONFIDENTIALITY** §12A-52(d)(1) .
- Duty to be **truthful** in sworn statements §12A-60.
- Duty to **avoid interference** with investigations §12A-61.
- Shall **not retaliate** against those who cooperate §12A-6.

Guides to use

Pocket Guide – breaks it down



Articles 1-3 (25 rules), and Article 6 regarding required reporting procedures.

GENERAL PROVISIONS		
Purpose and principles		1
Definitions		2
Duty	Fiduciary duty	3
Standards of behavior and civility		4

ROLES AFFECTING APPLICATION OF THE CODE OF ETHICS		
Employee		2(16)
City officials	Councilmembers	2(22)
	Hired (city manager, municipal judge, etc.)	2(22)
	Appointed by city council (advisory, quasi-judicial, other (e.g. board of a city instrumentality))	2(22)
Persons doing business with the city		2(13)
Lobbyists		Article V.

CONFLICT AND VIOLATION PROTOCOLS		
Known violations	Must report to inspector general	8
	Assisting or using others to violate the Code	7
Investigations	Cooperation	52(e)
	Retaliation prohibited	6
	Maintain confidentiality	52(d)(1)
Conflicts	Recusal	24

RESTRICTIONS AFTER YOU LEAVE		
Former employees and officials	Confidentiality	25
	Representation	26
	Discretionary contracts	27
	Lobbying	28

COMMON CONFLICTS IN THE CODE OF ETHICS		
First year in role	Awarding contracts to previous employers	14(a)(3), 22(d)
	Participation in matters benefiting previous employers	14(a)(3), 22(d)
Existing financial/ownership interests	Business	22(a)
	Property	14(a)(4), 22(a)
	Contract	13.1
Acquiring city contract	Submitting bid or proposal to make a city contract	22(b)(1)
	Negotiating or entering into any city contract	22(b)(2)
Acquiring interest in a matter	Pending	14(a)
	Decided	14(a)
Representing private interests	For compensation	18(a)(1)(A)
	Without compensation	18(a)(1)(B)
	Use of office and influence	18(a)(3)
	In litigation adverse to the city	18(b)
Reciprocal favors	Award or favor for your official action	14(a)(2)
Personal benefit	For relative	13(a)(1)
	Existing business or financial relationship	13(a)(2)
	Outside employer of you or relative	13(a)(2)(A)
	Client or substantial customer of you or relative	13(a)(2)(B)
	Debtor or creditor of you or relative	13(a)(2)(C)
	Employment sought or offered	13(a)(2)(D)(i)
	Business opportunity negotiated	13(a)(2)(D)(ii)
Communication and disclosures	General	4(b)
	Official to employee re information/ help with projects	4(b)(4)
	Council members to boards and commissions	4(b)(6)
	Confidential information	17
	Campaign participation	18(a)(4)
	To official of quasi-judicial body re pending/expected matter	23
	With councilmember to influence or persuade (lobbying)	Article V.
Relatives	Hiring or appointing	16(a)
	Supervision	16(b)
	Substantial interest in business or property	14(c)
Political activity	General – *see also* City Charter Ch. 16, Section 16	21
Outside employment	General	19
Gifts and Donations	Receipt and reporting	12, 15, 42, 43

Chief Integrity Officer or….

1. Call anytime
2. Arrange for a broader training for your team, etc. This month I will have trained10,000 staff and officials in person
3. Seek an advisory opinion from the City Attorney's Office

Other Resources



ETHICS MATTERS

City of Dallas

February, 2025

Ex Parte Communication: What You Need to Know

If you've ever watched a courtroom drama, you've probably seen a shady lawyer secretly passing a judge an envelope before a big case.That's the Hollywood version of ex parte communications—backdoor dealings that compromise fairness. In the real world, the issue extends beyond the courtroom to the council, board, and commission rooms as well. For this reason, the Dallas Code of Ethics strictly limits these types of communications to city officials to protect the integrity of our government.

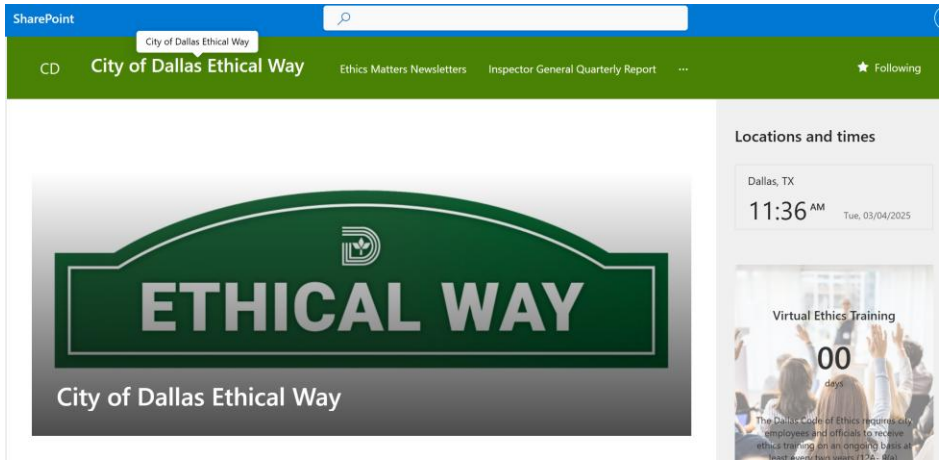
What is an *Ex Parte* Communication in the Ethics Code?

Ex parte is a Latin term meaning "on one side only." It is used in the law to refer to contact, oral or written, with a party to a matter without notice to the other parties. Along these lines, section 12A-23 of the Code of Ethics describes Ex Parte communications as communications from any person with any city official of any quasi-judicial city board or commission regarding any adjudicative matter that is, or may reasonably be expected to be, pending before the board or commission.

Communications that fit that definition are prohibited by the Code unless a full disclosure of the communication is simultaneously made available to every other party to the matter. In simple terms, it is unethical for a person to have off-the-record discussions with city officials about currently pending matters or matters that may reasonably be expected to be pending before the city official's board or commission. These rules ensure that decisions are made transparently, based on the merits, and not influenced by secret conversations.

If you are motivated by reading these exciting developments, stay tuned as more is to come each month. Things to look forward to include an essay contest, an ethics and equity week, and opportunities to dig deeper into certain topics through training events. *Baron Eliason*, and the CMO ethics officer *Hai Tran*, would love to hear from you about ethics in the city. Also, feel free to request a special training event in your department on any part of the Code of Ethics by contacting *marisela.quintas@dallas.gov*.





New Web Site



The Office of Inspector General (OIG), was first established by the City Council in December 2021, and then added to the City Charter in November of 2024 to act as an independent investigative authority responsible for identifying, investigating, and resolving ethical issues within the city, including those related to fraud, waste, abuse, public corruption, and official misconduct.

Chapter 12A Code of Ethics

Office of the Inspector General
Ethics Training

2026

Baron Eliason
Interim Inspector General

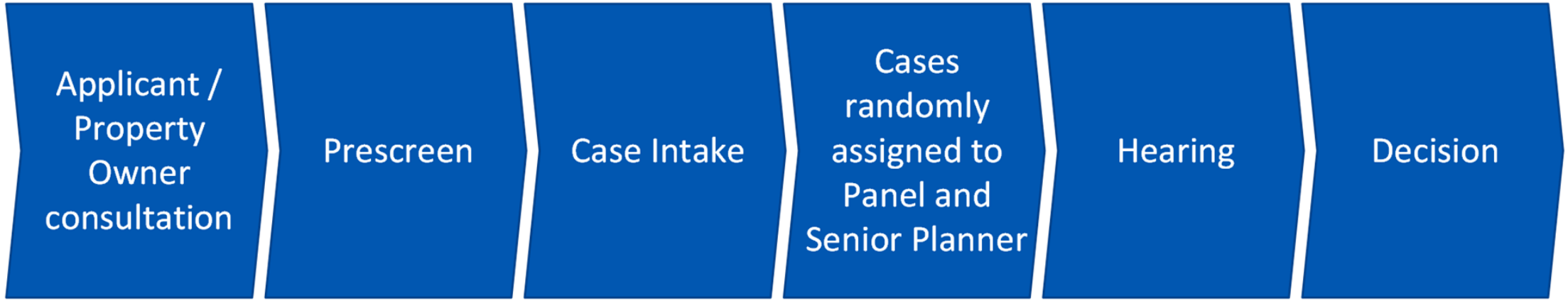
City of Dallas

BOARD OF ADJUSTMENT

BOA Case Process

From Application Intake to Final Decision

BOA Case Process



1. Applicant / Property Owner Consultation (phone, email, in-person, or virtual)

Staff discusses the request, application requirements, review process, and anticipated timeline. Applicants should NOT submit the application through DallasNow until they have been instructed to do so after a prescreen review is completed.

↓

2. Prescreening

Staff reviews the submitted application for completeness and identifies missing information or required revisions.

Is the Application Complete?

NO

Return to applicant for missing information or revisions.

Resubmit for prescreening.

YES

Note: The case review timeframe begins only after all three requirements have been met:

The case has been deemed complete.

All applicable fees have been paid.

Signs have been picked up and posted.

3. Case Intake

Staff formally accepts the complete application, confirms applicable fees, and enters the case into the review process.

Proceed once intake requirements are satisfied. This includes fees have been paid and signs have been picked up.

↓

4. Case Assignment

The case is randomly assigned to a panel and a Senior Planner.

The Senior Planner coordinates the site visit, prepares the staff report and recommendation, and creates the presentation of the case for the hearing.

Proceed when the case is prepared for the scheduled hearing.

↓

5. Public Hearing

The panel receives the staff recommendation, hears public testimony, considers the request, and evaluates the applicable standards.

Proceed to panel deliberation and decision.

↓

6. Panel Decision

The panel determines the outcome based on the applicable standards and its authority.

Approve

Deny

Hold Under Advisement

Overturn Administrative Official's Decision

Important Notes for Implementation

Incomplete Applications: The applicant must provide all missing information and/or required revisions before the application can proceed to creating a case in DallasNow.

Timeframe: The case review timeframe begins only after all three requirements listed above have been met.

Case Intake: Instruct the applicant to create the case in DallasNow when authorized to proceed to case intake. Confirm all required fees and formal acceptance criteria before advancing the case to assignment. The applicant should not create the case in DallasNow before receiving instructions to do so.

Hearing Preparation: Ensure the staff report, recommendation, and all applicable hearing requirements are addressed before the hearing.

Hold Under Advisement: The case remains pending until the panel resumes consideration and takes further action.

Overturning a Decision: Use this outcome when the panel overturns the administrative official’s decision, rather than simply approving or denying the request.

City of Dallas

Board of Adjustment

Full Board Meeting

November 3, 2026

ONLINE TRAINING MODULE

“Coming soon… January 1, 2027”

Preview Presentation

Dr. Kameka Miller-Hoskins

Chief Planner, Board Administrator

David A. Neumann

Chairman

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Board of Adjustment Parking Reductions

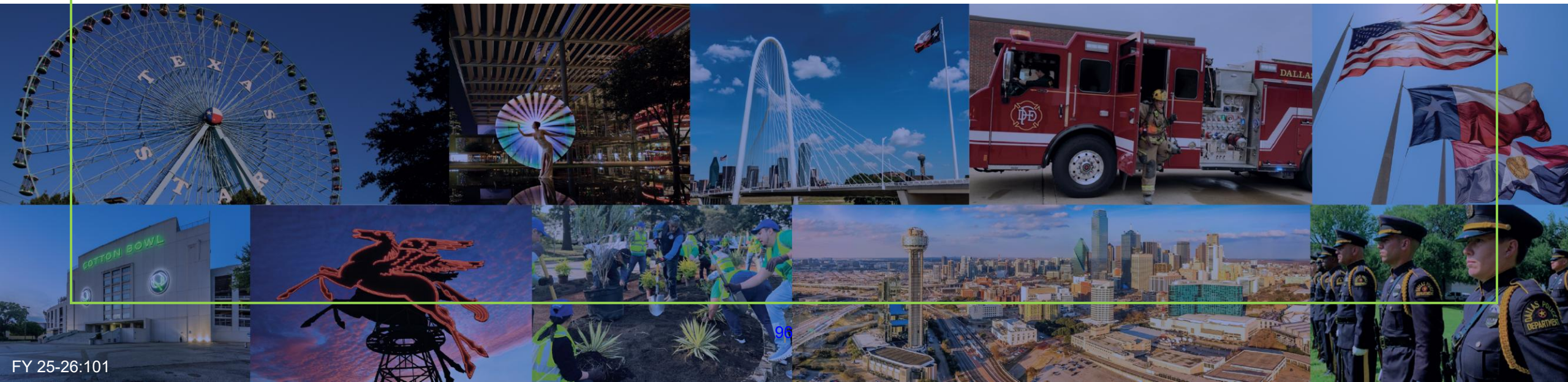
Sarah May, MCRP, AICP

Zoning Division Manager

PLANNING AND DEVELOPMENT

Board of Adjustment

November 3, 2026



Overview

1. Brief History of Parking Requirements in Dallas
2. Legal Standards of Review for Decision-Making for Parking Reduction Special Exceptions
   a. BOA's authority to reduce parking
   b. Maximum reductions allowed
   c. Factors to consider to grant
3. Notable places



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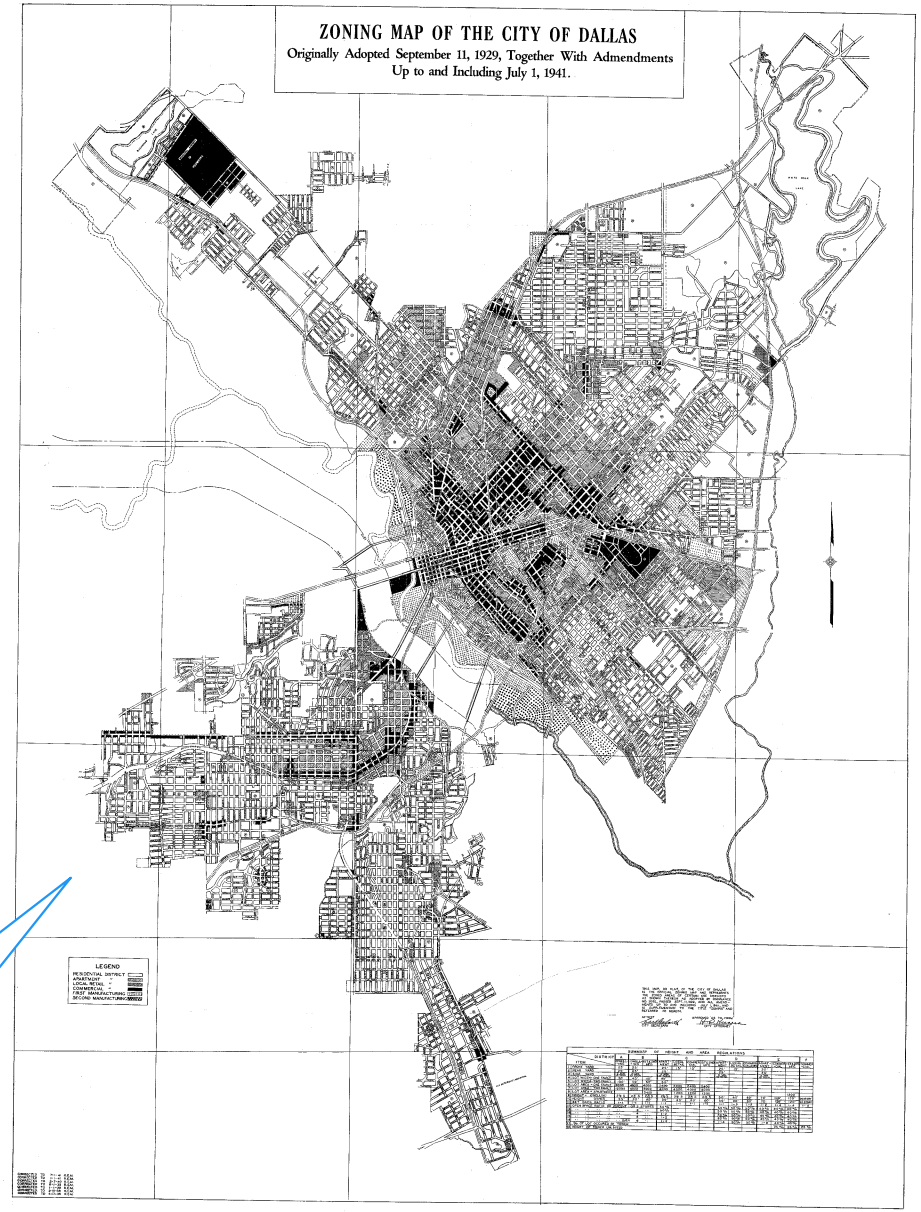


Brief History of Parking Requirements in Dallas

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Brief History of Parking Requirements in Dallas

- 1929: Zoning was first adopted in Dallas
- 1947: Minimum parking requirements were introduced in Dallas in Article 165, the Comprehensive Zoning Ordinance.



1941 Zoning Map

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Brief History of Parking Requirements in Dallas

- 1965: Chapter 51 was adopted, and parking requirements increased, specifying that they must be located **off-street**.
- 1987: Dallas fully transitioned to Chapter 51A, increased parking requirements, and **introduced** parking special exceptions.

Year	Restaurant	Retail	Office
1929	None	None	None
1947	1/150	1/500-200, based on size	1/500
1965	1/100	1/200	1/300
1985	1/100	1/200	1/333

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Brief History of Parking Requirements in Dallas

- 1987-2025: Staff was overwhelmed with the delta credit calculations and parking agreements, and lots of BOA parking reduction special exceptions were considered.
- **May 14, 2025:** Parking reform eliminated parking requirements for most uses and areas within ½ mile of rail stations, allowing property owners to decide how many spaces to build.

Year	Restaurant	Retail	Office
1929	None	None	None
1947	1/150	1/500-200, based on size	1/500
1965	1/100	1/200	1/300
1985	1/100	1/200	1/333
2025	1/200, when over 2,500 SF	None	None

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Legal Standards of Review for Decision-Making

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Legal Standards of Review for Decision-Making

The board may grant a special exception to authorize a reduction in the number of off-street parking spaces required under this article if the board finds, after a public hearing, that

- the **parking demand generated** by the use does not warrant the number of off-street parking spaces required, and
- the special exception would not create a **traffic hazard or increase traffic congestion on adjacent or nearby streets**.

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Legal Standards of Review for Decision-Making

Maximum reduction authorized:

- Except as otherwise provided in this paragraph, … **25 %** max… minus… delta credits….
- For the commercial amusement (inside) use and the industrial (inside) use, … **75 %** max … minus… delta credits….
- For the office use, …**35 %** max …, minus… delta credits….

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Delta Credit Example

Parking required – **Parking Provided** = **Delta Credits**

In 1945, a 2,000 SF **corner store** lawfully opens with 0 **off-**street parking and 5 **on-**street spaces.

The site complies with required parking, so there are **zero delta credits**.

In 1947, the requirement increased to 1/500 SF, so 4 spaces are required and 5 are provided on-street.

Parking was allowed on the street until 1965, so the site still complies with the required parking, and there are still **zero delta credits**.

In 1965, the parking **requirement increased** to one off-street parking space per 200 SF.

Since no compliant off-street spaces are provided, there are now 10 delta credits.

In 1990, the City **removed all on-street** parking spaces; there are **still 10 delta credits**.

In 1992, the store went out of business and was vacant for 10 years; there are still 10 delta credits.

In 2002, a new owner acquired the vacant lot next door and **built** a 500 SF patio and 15 parking spaces to **convert** the store into a **coffee shop**, which **requires 25 spaces**.

They still have 10 delta credits.

In 2025, no parking is required for the first 2,500 SF for restaurants.

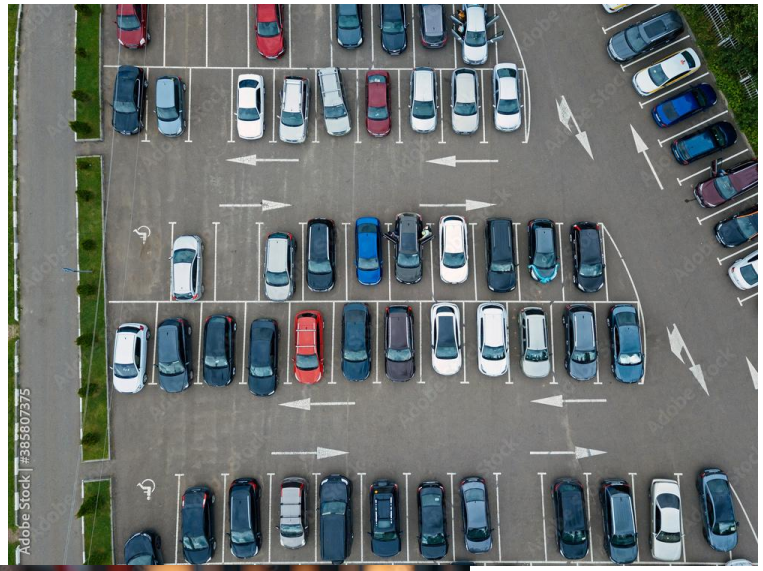
Since no parking is required, there are **no delta credits**.

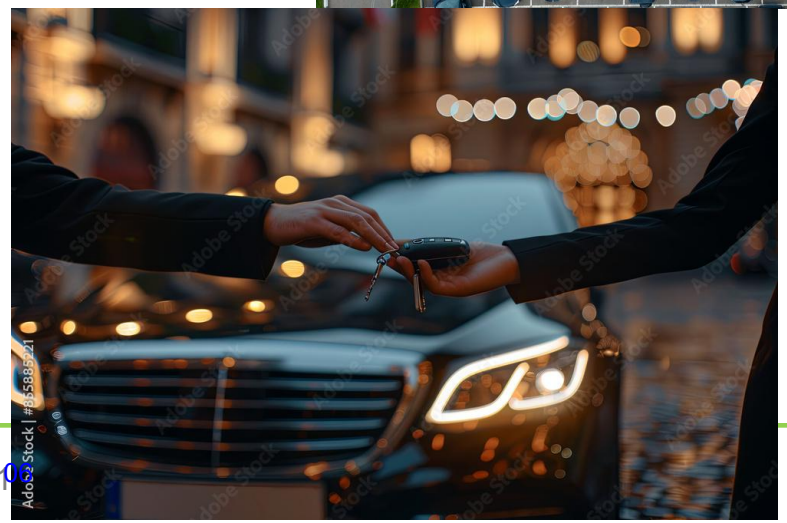
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Legal Standards of Review for Decision-Making

…the board shall consider the following factors:

(A) The extent to which the parking spaces provided will be **remote, shared, or packed parking**.



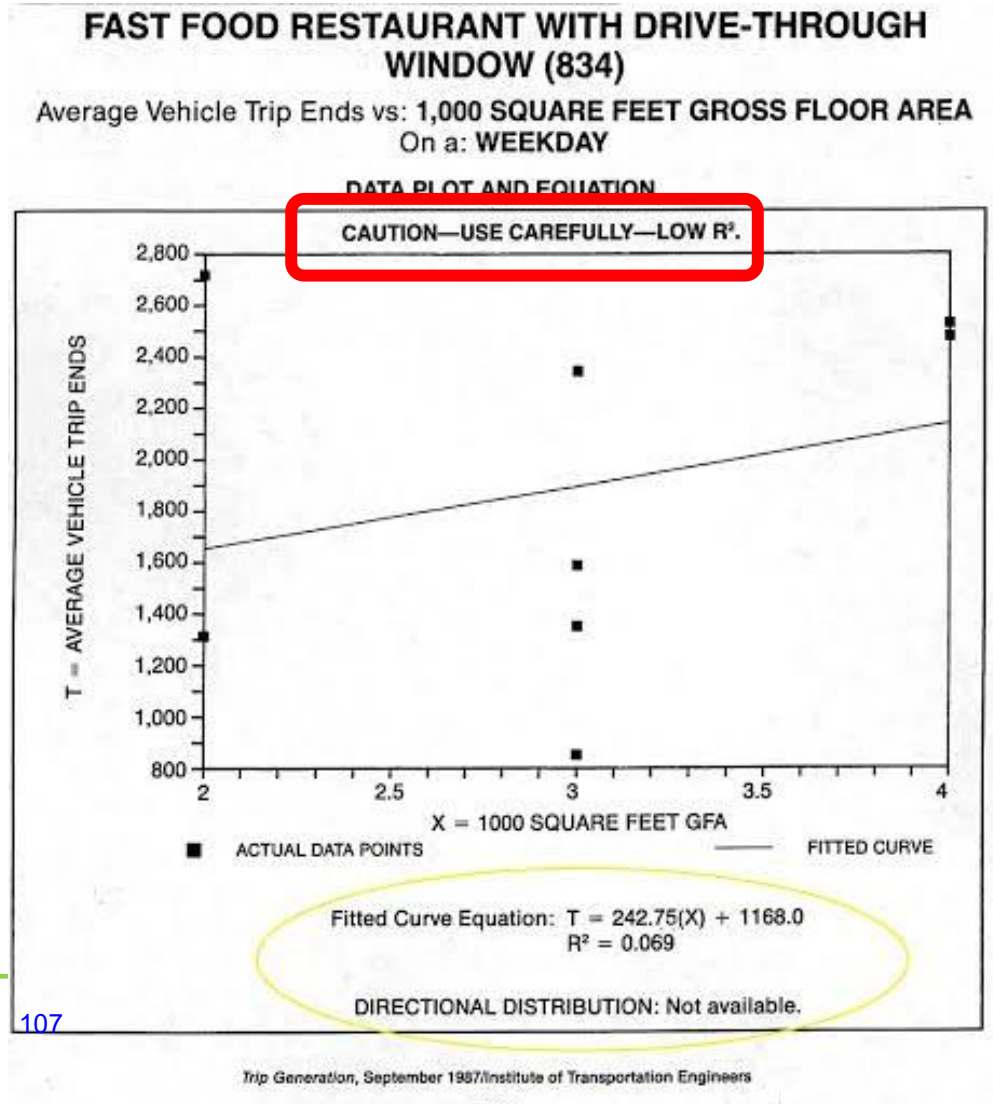


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Legal Standards of Review for Decision-Making

…the board shall consider the following factors:

(B) The **parking demand and trip generation characteristics** of all uses for which the special exception is requested.



Legal Standards of Review for Decision-Making

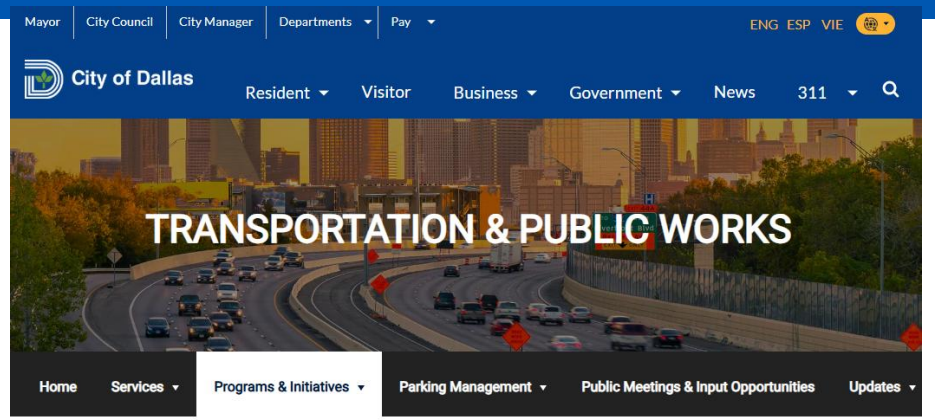
…the board shall consider the following factors:

~~(C) Whether or not the subject property or any property in the general area is part of a modified delta overlay district.~~ (MD-1 prohibits parking reduction SE)

(D) The current and probable future **capacities** of adjacent and nearby streets based on the city's **thoroughfare plan**.







THOROUGHFARE AND CBD PLAN

Overview

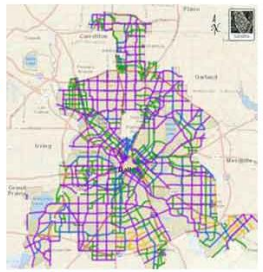
The Thoroughfare Plan and the Central Business District Streets and Vehicular Circulation Plan (CBD Plan) are long range roadway planning documents. These plans determine the required right-of-way and designation/operation of the roadways within the Dallas city limits.

Click here to view the **City of Dallas Thoroughfare Plan** (adopted June 1993). A table **of streets covered by the thoroughfare is available here.**

Here is a copy of the City of Dallas CBD Streets and Vehicular Ciruclation Plan, first adopted in 1971 and updated in 1988. Also download **a table of streets included in the CBD Plan.**

View a GIS map of the Thoroughfare and CBD plans.

To apply for an amendment to the Thoroughfare Plan or CBD Plan, **download a Plan Amendment Application***.



Interactive Thoroughfare Plan Map

*The fee for a Thoroughfare/CBD Plan Amendment Application has increased, based on: **Ordinance Number 31657, September 23, 2020, Section 29**

Contact

Kierra Williams
Transportation Planner
kierra.williams@dallas.gov

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Legal Standards of Review for Decision-Making

…the board shall consider the following factors:

(E) The availability of **public transit** and the likelihood of its use.



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Legal Standards of Review for Decision-Making

…the board shall consider the following factors:

(F) The feasibility of **parking mitigation measures** and the likelihood of their effectiveness.



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Notable Places

City of Dallas
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Notable Places

- PD 621 (Design District), adopted in 2002, has reduced minimums AND a special increase to 50% reductions allowed.
- Special exceptions are not allowed (but variances are):
  - MD-1 (Lower Greenville)
  - PD 193 (Oak Lawn Special Purpose District).
  - Any PD or SUP with the parking requirement specified, unless the PD allows BOA parking reductions.

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Questions on Board of Adjustment Parking Reductions?

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City of Dallas
Dallas Zoning Reform
Simple. Clear. Future Ready.
Board of Adjustment
Full Board Annual Meeting
November 3, 2026

This presentation

1. Overview
2. The Dallas Zoning Reform intends to ...
3. What's Next



Overview

Dallas Zoning Reform

- Contract authorized by City Council in July 2023: start the **comprehensive reform** of the Dallas Development Code to develop a modern, updated, and user-friendly development code that is streamlined, consistent, clear, and aligned with all city plans and policies
- A research phase concurently with ForwardDallas2.0 adoption
- March - August 2025: consultant released and presented the Code Diagnostic.
- September 2025 – present: engaged the community at higher level about zoning in general, with our Zoning 101 events, and continued to work on the draft.
- Now entering the release phase.

Overview

City of Dallas

Dallas Zoning Reform

Simple. Clear. Future Ready.

Simple.

Streamlined regulations that reduce unnecessary complexity.

Clear.

Rules that are understandable by everyone, not just specialists.

Future Ready.

Designed for the Dallas we're becoming, not the Dallas of yesterday.

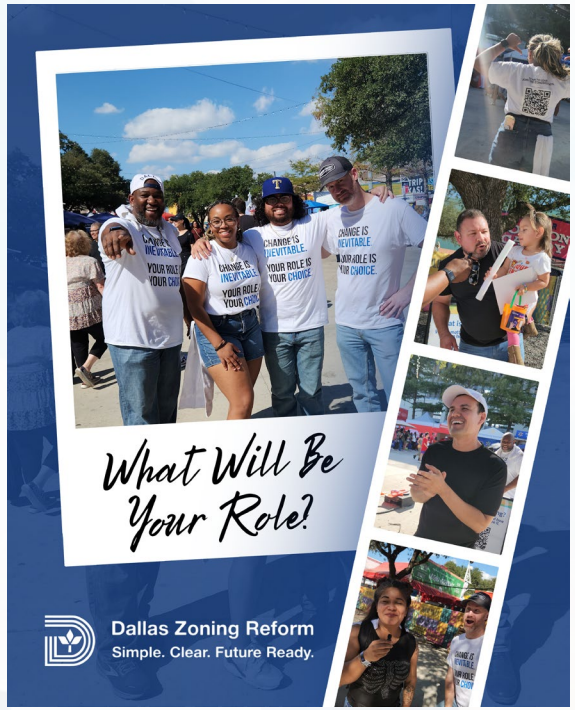
Overview

Dallas Zoning Reform

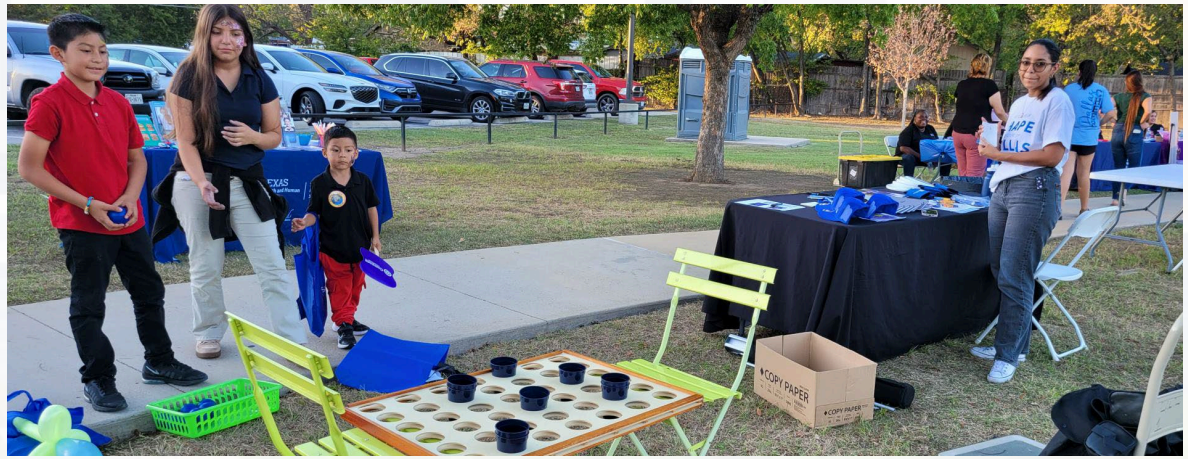
As Dallas grows and adapts, the City needs a development code that is streamlined to produce the Dallas we're becoming, not the Dallas of yesterday.

Inputs and Influences

- ForwardDallas 2.0 Comprehensive Land Use Plan *(and other adopted City plans)*
- State and federal legislation
- Peer city research and best practices
- Constant ongoing stakeholder input
- 60+ years of patchwork on zoning code







Overview

Zoning Reform Basics

- New chapter
  The new code will be added as a new chapter into the City Code. Chapters 51 and 51A will refer to that new chapter. A small number of specialized regulations will remain in Chapter 51A.
- Organization
  The new code will have a flatter organization with more articles arranged for clear, fast, easy navigation.
- Automatic implementation
  The new chapter will automatically transition existing base zoning districts to the new districts that most closely resemble them.
- Planned Development Districts
  Planned Developments and other legacy districts will only change as far as they are based on Chapters 51 or 51A. The PD ordinances themselves will not change.

Overview - Article Organization

1. Title, Purpose, and Intent
2. General Definitions and Measurements
3. Nonconformities
4. Introduction to Zoning Map and Districts
5. Residential Districts
6. Mixed-Use Districts
7. Industrial Districts
8. Special Purpose Districts
9. Overlay Districts
10. Uses
11. General Development Standards
12. Off-Street Parking and Loading
13. Landscape
14. Urban Forest Conservation
15. Signs
16. Code Administrators
17. General Procedures
18. Code Approvals and Permits
19. Subdivision Regulations
20. Infrastructure Design and Construction
21. Parkland Dedication
22. Enforcement
23. Comprehensive Plan

Overview

The Dallas Zoning Reform intends to…

- **Encourage a wider range of housing options** that can meet the diverse needs of our community.
- **Promote sustainable growth patterns** that strengthen our neighborhoods.
- **Make the development process more accessible**, predictable, and transparent.
- **Modernize outdated zoning rules and old approaches** that no longer serve our community.
- **Strike a thoughtful balance** between preservation and development.

Dallas Zoning Reform intends to …

Encourage a wider range of housing options that can meet the diverse needs of our community.

- Add context-sensitive design and dimensional standards for dwellings to protect existing neighborhoods
- Allow neighborhood-scale housing options with design standards
- Increase multi-unit housing and mixed-use development allowances in certain locations and zoning districts
- Decrease minimum lot dimensions as appropriate to allow smaller homes on smaller lots in alignment with state law

- **Encourage a wider range of housing options**
- Promote sustainable growth patterns
- Make the development process more accessible
- Modernize outdated zoning rules and old approaches
- Strike a thoughtful balance between preservation and development

Dallas Zoning Reform intends to …

Promote sustainable growth patterns that strengthen our neighborhoods.

- Allow compact growth that provides fiscally sound, community-oriented zoning districts, including standards for new subdivisions that encourage walkable neighborhoods
- Consolidate zoning districts to simplify zoning regulations for greater flexibility
- Ensure separation of new heavy industrial land uses from residential zoning districts
- Encourage growth near transit
- Support tree planting and preservation

- Encourage a wider range of housing options
- **Promote sustainable growth patterns**
- Make the development process more accessible
- Modernize outdated zoning rules and old approaches
- Strike a thoughtful balance between preservation and development

Dallas Zoning Reform intends to …

Make the development process more accessible, predictable, and transparent.

- Encode objective standards into more parts of the development process
- Encourage administrative reviews and approvals based on objective standards, leaving discretionary approvals for appropriate, community-based decisions
- Make sure the language and organization of the code is easy to understand for as many people as possible
- Add easy-to-understand illustrations for complex zoning regulations
- Add a land use matrix for easy land use reference

- Encourage a wider range of housing options
- Promote sustainable growth patterns
- **Make the development process more accessible**
- Modernize outdated zoning rules and old approaches
- Strike a thoughtful balance between preservation and development

Dallas Zoning Reform intends to …

Modernize outdated zoning rules and old approaches that no longer serve our community.

- Implement the vision adopted with ForwardDallas 2.0
- Comply with new state laws and their stated intent
- Be better positioned for future federal funding opportunities
- Reflect best practices and national zoning reform experience
- Protect communities and neighborhoods

- Encourage a wider range of housing options
- Promote sustainable growth patterns
- Make the development process more accessible
- **Modernize outdated zoning rules and old approaches**
- Strike a thoughtful balance between preservation and development

Dallas Zoning Reform intends to …

Strike a thoughtful balance between preservation and development.

- Add design standards to regulate garage placement, driveway arrangement, pedestrian safety, and other characteristics that contribute to safety and well-being
- Expand neighborhood preservation tools that incentivizes retention of existing homes while allowing neighborhoods to grow
- Keep development scale capped to protect existing neighborhoods, allowing owners to expand housing that complements neighborhoods
- Channel growth toward transit-oriented and mixed-use urban villages and corridors

- Encourage a wider range of housing options
- Promote sustainable growth patterns
- Make the development process more accessible
- Modernize outdated zoning rules and old approaches
- **Strike a thoughtful balance between preservation and development**

What's Next

Public Release and Engagement

- November 2 – City Council Committee
- November 3, 2026 – Board of Adjustment
- November 5 – City Plan Commission briefing and **release** of the draft development code
- 1-1 with Council Members
- December – Open Houses
- Public commentary: Coffee chats, Public open houses, neighborhood popups, virtual open houses, and community conversations
- Testing by experts and professionals
- Testing by City Hall departments
- Continuous exhibition at City Hall and libraries







DALLAS ZONING REFORM

ESTIMATED PROJECT TIMELINE

November 5th Release of the Draft Code

Phase 1
Completed 2024

Project Kickoff & Initial Analysis

Project launched with an initial review of current zoning code, and development patterns.

Phase 2
Completed Summer 2025

Code Diagnostic & Public Outreach

Shared findings from an initial analysis. Conducted public workshops, surveys, and meetings to gather input.

Phase 3
Completed Nov '25 – Oct '26

Preparation of Initial Draft Code

Preparing an initial draft of the zoning code for future public review and revisions.

Phase 4
Starting November '26

Presentation & Public Review of Draft Code

Sharing the draft zoning code for public review and feedback.

Phase 5
Anticipated Winter '26/'27 – May '27

Preparation of Revised Draft Code

Preparing a revised draft of the zoning code for further public review.

Phase 6
Anticipated May '27 – July '27

Presentation & Review of Revised Draft Code

Sharing the revised zoning code for public review and feedback.

Phase 7
Starting August '27

Code Adoption

Formal public hearings and City Council consideration of the updated zoning code.

City of Dallas

Dallas Zoning Reform

Simple. Clear. Future Ready.


City of Dallas
Dallas Zoning Reform
Simple. Clear. Future Ready.
Board of Adjustment
Full Board Annual Meeting
November 3, 2026

City of Dallas

BOARD OF ADJUSTMENT
FULL BOARD MEETING

Board Attorney Presentation

November 3, 2026

Kaitlin Bethay, Theresa Carlyle,
Matthew Sapp, and Daniel Moore
Assistant City Attorneys

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Summary

- Standards for Variances & Special Exceptions
  - ➢ Financial Considerations for Variances under DALLAS DEVELOPMENT CODE § 51A-3.102(d)(10)(b)
- *City of Dallas v. Vanesko*
- Appeals of Administrative Decisions & *TCH Dallas2, LLC v. Espinoza*
- Compliance Cases
- Texas Open Meetings Act

City of Dallas

Variances and Special Exceptions

Matthew Sapp,
Assistant City Attorney

November 3, 2026

Variances - Sec. 51A-3.102(a)

To grant variances from the front yard, side yard, rear yard, lot width, lot depth, lot coverage, floor area for structures accessory to single family uses, height, minimum sidewalks, off-street parking or off-street loading, or landscape regulations provided that:

(i) the variance **IS NOT CONTRARY TO THE PUBLIC INTEREST** when, owing to special conditions, a literal enforcement of this chapter would result in unnecessary hardship, and so that the spirit of the ordinance will be observed and substantial justice done;

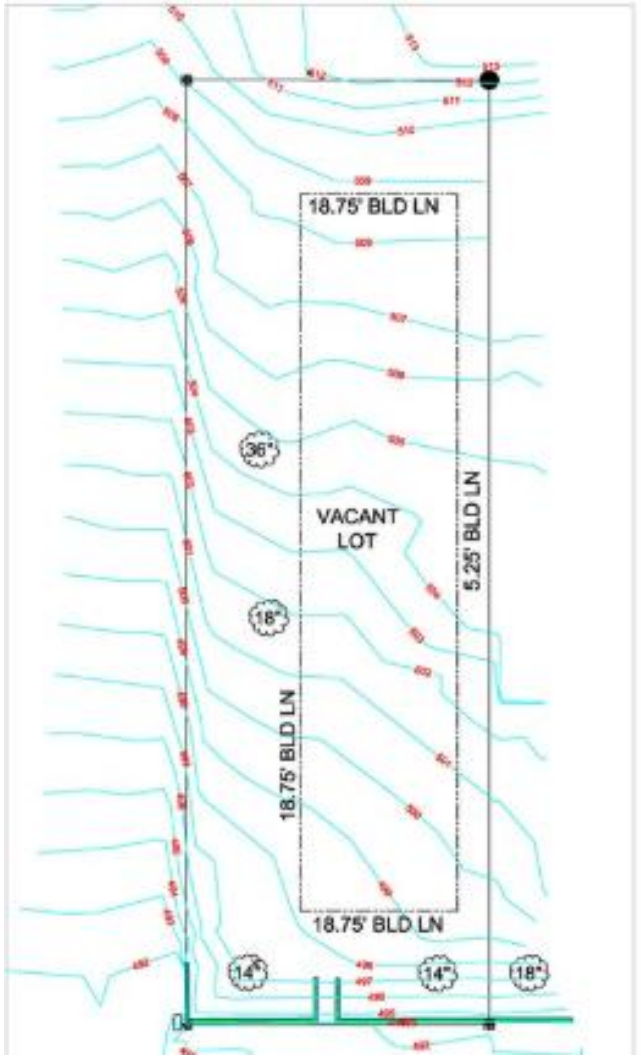
(ii) the variance is necessary to permit development of a specific parcel of land that differs from other parcels of land by being of such a **RESTRICTIVE AREA, SHAPE, OR SLOPE** that it cannot be developed in a manner commensurate with the development upon other parcels of land with the same zoning; and

(iii) the variance is **NOT GRANTED TO RELIEVE A SELF-CREATED** or personal hardship, nor for financial reasons only, except as provided in Subparagraph (B)(i), nor to permit any person a privilege in developing a parcel of land not permitted by this chapter to other parcels of land with the same zoning.

Example 1:

Is this lot restrictive in area, shape, or **slope**?

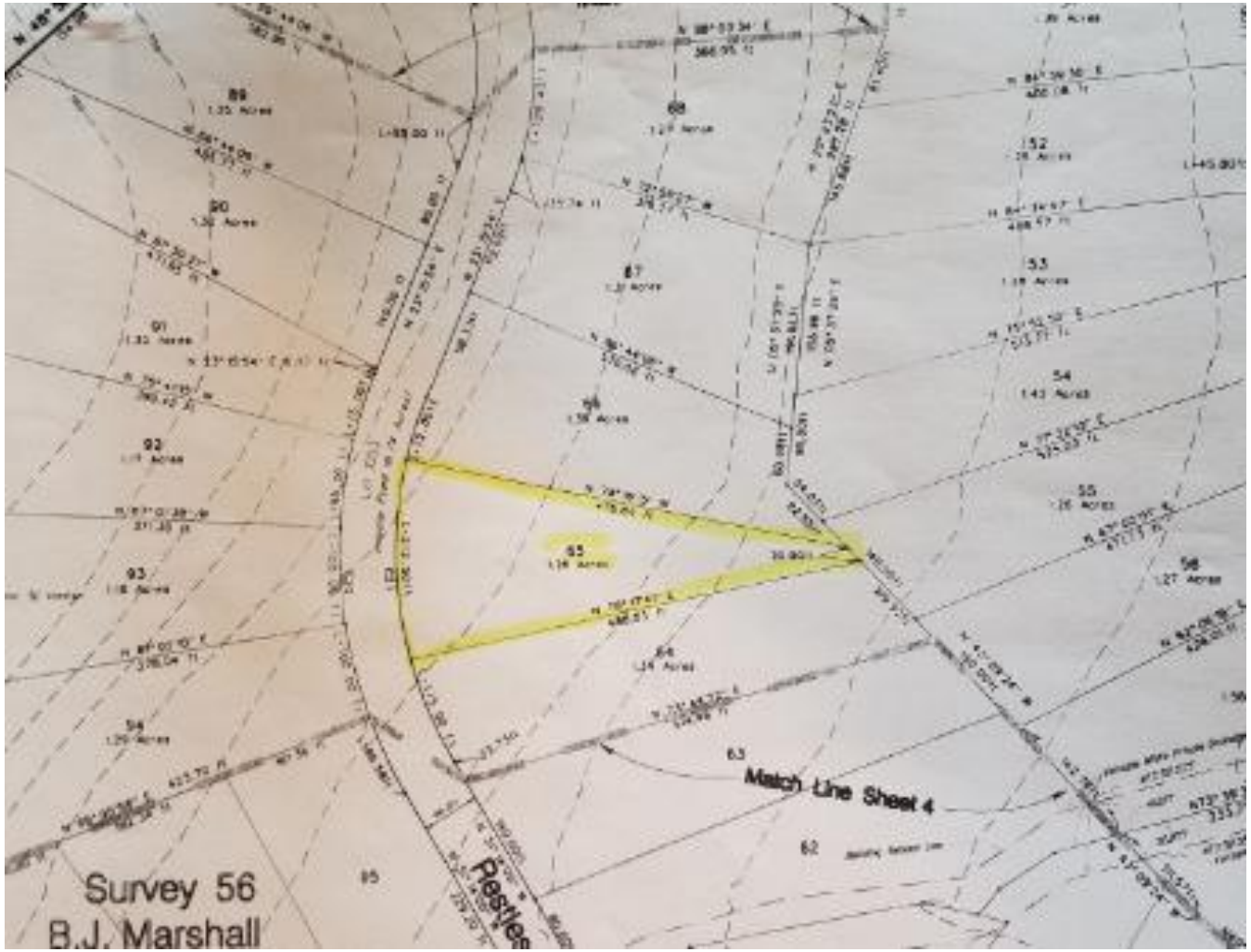
- Assume lot is zoned R7.5(a) and contains 7500 sq ft.



Example 2:

Is this lot restrictive in area, **shape**, or slope?

- Assume lot is zoned R7.5(a), and contains 7500 sq ft.
- Assume the topographical deviations are nominal.



Example 3:

Is this lot restrictive in **area**, shape, or slope?

- Assume lot is zoned R7.5(a), and contains 6738 sq ft.
- Assume any topographical deviations are nominal.



Self-Created Hardship?

Assume Larry, purchases land and it has an existing natural pond on it.

Larry then requests a variance to front-yard setback in order to build closer to the front yard lot line. Is this hardship self-created?

Now assume Paul the Pondbuilder purchases the land, and builds a pond himself.

Paul then makes the same request, for a variance to the front yard setback. Is it self-created now?



Self-Created Hardship?

Assume Darren the Developer, purchases a 7500 square foot lot and subdivides it. The northern subdivided lot is 2,500 square feet, and the southern subdivided lot is 5,000 square feet.

Darren wants to get a variance to the front yard setback? It is restrictive in area, but is this hardship self-created?

Now assume Frank the Flipper buys the southern lot, and he applies for a variance to the front yard setback extend the home? Is this hardship self-created?



PRE-EXISTING STRUCTURE

Determine if existing structures are legal, non-conforming, or illegal.

A “legal” structure is one that was built, and is in compliance with, all aspects of the Dallas Development Code, or is cured by some BOA action, as such it is not ripe to receive violations from Code Compliance.

A “non-conforming” structure is a structure that is non-compliant with the Dallas Development Code but was built prior to the implementation of the current zoning rules, and consequently, deemed legal, as such it is not ripe to receive violations from Code Compliance.

An “illegal” structure is one that is in violation of the Dallas Development Code and not “cured.” An illegal structure must be cured by a BOA decision, zoning change, or issuance of a proper permit bringing it into “legal” status. Illegal structures are ripe to receive Code Compliance Citations.

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Sec. 51A-3.102(d)(10)(b)

DALLAS DEVELOPMENT CODE § 51A-3.102(d)(10)(b) allows for the BOA to use their discretion and consider Element 2 of the variance standard to be met, if:

(i) the financial cost of compliance is **greater than 50 percent of the appraised value** of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01 of the Texas Tax Code;

(ii) compliance would result in a **loss** to the lot on which the structure is located **of at least 25 percent of the area** on which development is authorized to physically occur;

(iii) compliance would result in the structure **not** being in **compliance** with a requirement of a municipal ordinance, building code, or other requirement;

(iv) compliance would result in the **unreasonable encroachment** on an adjacent property or easement; or

(v) the municipality considers the structure to be a **nonconforming structure**.

Sec. 51A-3.102(d)(10)(b)(i) – Case Study A

BIG D DEMOLITIONS DEMOLITION INVOICE

Item	Description	Qty	Unit Price	Total
Site Inspection & Assessment	Initial site inspection and project planning.	1	$5,000	$5,000
Permit Acquisition	Acquisition of necessary demolition permits.	1	$3,000	$3,000
Preparation & Safety Measures	Safety fencing, signage, and compliance setup.	1	$7,000	$7,000
Partial Demolition Labor	Labor costs for demolition crew.	80 hrs	$1,500	$120,000
Heavy Machinery Rental	Rental of excavators, loaders, and dump trucks.	7 days	$5,000/day	$35,000
Material Disposal	Hauling and disposal of debris (concrete, drywall).	1	$45,000	$45,000
Utility Disconnection	Temporary disconnection of utilities.	1	$2,000	$2,000
Environmental Hazard Removal	Asbestos and hazardous material removal (if needed).	1	$15,000	$15,000
Site Cleanup	Post-demolition site cleanup and waste removal.	1	$12,000	$12,000
Contingency & Miscellaneous Costs	Buffer for unexpected expenses or minor repairs.	1	$30,000	$30,000
				$274,000

Value	
2024 Certified Values	
Improvement:	$2,496,510
Land:	+ $404,040
Market Value:	=$2,900,550
Capped Value: $2,113,567	
Tax Agent: NORTH TEXAS PROPERTY TAX	
Revaluation Year:	2024
Previous Revaluation Year:	2023

50% OF $2,496,510 is $1,248,255.00

This bid is for $274,000, which is LESS than 50% of the appraised value.

Sec. 51A-3.102(d)(10)(b)(i) – Case Study B

BIG D DEMOLITIONS DEMOLITION & CONSTRUCTION INVOICE				
Item	Description	Qty	Unit Price	Total
Site Inspection & Assessment	Initial site inspection and project planning.	1	$5,000	$50,000
Permit Acquisition	Acquisition of necessary demolition permits.	1	$3,000	$30,000
Preparation & Safety Measures	Safety fencing, signage, and compliance setup.	1	$7,000	$70,000
Partial Demolition Labor	Labor costs for demolition crew.	160	$1,500	$240,000
Heavy Machinery Rental	Rental of excavators, loaders, and dump trucks.	14	$5,000	$70,000
Material Disposal	Hauling and disposal of debris (concrete, drywall).	1	$45,000	$45,000
Utility Disconnection	Temporary disconnection of utilities.	1	$2,000	$20,000
Environmental Hazard Removal	Asbestos and hazardous material removal (if needed).	1	$15,000	$30,000
Site Cleanup	Post-demolition site cleanup and waste removal.	1	$12,000	$24,000
Contingency & Miscellaneous Costs	Buffer for unexpected expenses or minor repairs.	1	$30,000	$60,000
RECONSTRUCTION		1	$610,000	$610,000
				$1,249,000

Value	
2024 Certified Values	
Improvement:	$2,496,510
Land:	+ $404,040
Market Value:	=$2,900,550
Capped Value: $2,113,567	
Tax Agent: NORTH TEXAS PROPERTY TAX	
Revaluation Year:	2024
Previous Revaluation Year:	2023

50% OF $2,496,510 is $1,248,255.00

This bid is for $1,249,000, which is GREATER than 50% of the appraised value.

Sec. 51A-3.102(d)(10)(b)

The burden is on the applicant to furnish evidence that the cost of compliance is greater than 50 percent of the appraised value. The applicant can bring estimates from contractors as evidence but ultimately, the decision is left up to the board to determine the veracity of the claim.



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SPECIAL EXCEPTION ANALYSIS

- Chapter 51A authorizes over 50 special exceptions to specific prohibitions
- Common special exceptions:
  - Fence standards
  - Accessory dwelling units (rentable)
  - Additional dwelling units (non-rentable)
  - Off-street parking requirements
- The common denominator for most special exceptions is the standard which is that the request must not "**ADVERSELY EFFECT NEIGHBORING PROPERTIES**."

S.A.M.

- Although there are a myriad of subjects a court might look at to determine if a special exception will adversely affect neighboring property, or to ensure that a variance isn't contrary to public interest. We have narrowed it down to three which we feel are a solid place to begin your analysis (SAM).
- **Safety**

  Does the special exception create or mitigate safety issues?
- **Aesthetics**

  Does the special exception comport and fit-in with the character of the neighborhood?
- **Monetary**

  Does the special exception increase or decrease property value?
- The arbiter should look at all the evidence and use a sliding scale to determine in their opinion whether the standard has been met.

Special Exceptions vs. Variances

SPECIAL EXCEPTIONS	POLICY QUESTION	VARIANCES
It cannot adversely affect neighboring properties.	FAIR TO THE PUBLIC?	Not contrary to public interest
X	FAIR TO THE APPLICANT?	Must contain a hardship to the lot being a restrictive area, shape, or slope.
X	WHY?	Not granted to relieve a self-created hardship.

City of Dallas v. Vanesko

Theresa Carlyle,
Assistant City Attorney

November 3, 2026

What are the Sources of Authority?

City of Dallas v. Vanesko:

- The Dallas Board of Adjustment can deny variance requests when a personal or self-created hardship exists (Dallas City Code § 51A-3.102)
- The Board is not required to consider a building permit issued in error; Focus on applying variance standard to variance request
- The Dallas City Code includes two additional provisions in its standard (in comparison to other cities who only adhere to Local Gov't Code § 211)

City of Dallas v. Vanesko

Facts:

- Vaneskos wanted a large house, they tore down their existing house and built new one on the same lot
- Paid an additional fee to the city for the city to do a more extensive review of plans
- City approved building plans
- While roof was being built, inspector realized roof was too tall
- Inspector did not order work to be stopped, but recommended Vaneskos go to the Board for a variance

City of Dallas v. Vanesko

Procedural History:

- 80% of the neighborhood supported the variance request
- Board deadlocked 3-2
- District Court reversed board's decision
- Dallas Court of Appeals affirmed District Court's ruling reversing board's decision

City of Dallas v. Vanesko

- SCOTX's holding:
  - The board did not abuse its discretion when it denied the variance, even though the city had already given preliminary approval of the building plans

- SCOTX's reasoning:
  - Variance was not "necessary" to permit development of the property because it could otherwise be developed. § 51A-3.102(d)(10)(A)(ii)
  - "Hardship is personal in nature because it arose from decisions the Vaneskos made in designing their home, as opposed to the nature and configuration of the lot in question" § 51A-3.102(d)(10)(A)(iii)

City of Dallas

Administrative Official Appeals & *TCHDallas2, LLC v. Espinoza*

Kaitlin Bethay,
Assistant City Attorney

November 3, 2026

Administrative Official Appeals Authority

Texas Local Government Code

§ 211.009. "AUTHORITY OF BOARD. "The board of adjustment may **hear and decide an appeal** that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this subchapter or an ordinance adopted under this subchapter."

Dallas City Code

§ 51A-4.703(d)(3) "The board shall have all the powers of the administrative official on the action appealed from. The board may in whole or in part **affirm, reverse, or amend** the decision of the official."

§ 51A-4.703(d)(4) "The board **may impose reasonable conditions** in its order to be complied with by the applicant in order to further the purpose and intent of this chapter."

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Administrative Official Appeals

- This allows the Board of Adjustment to “stand in the shoes” of the Administrative Official.
- **Board determines whether the building official erred in his decision.**



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Administrative Official Appeals

- **Powers and duties of the building official - § 51A-3.105(a)**
  - **shall issue permits** in accordance with this chapter.
  - **shall issue certificates of occupancy** in accordance with this chapter.
  - The building official has the **authority to enforce** the provisions of **this chapter**.

- When standing in the shoes of the building official the Board of Adjustment cannot legislatively change something because this must be changed at the City Council level (via CPC recommendation).
- Courts have found that "A Board of Adjustment acts as a **quasi-judicial body**, having no statutory power to legislate. It is restricted in its decisions to the powers vested in it by the legislature and city council. It **may not materially alter the specific intent and extent of the zoning ordinance** as this power is within the province of the city council." *Shelton v. City of Coll. Station*, 754 F.2d 1251, 1258 (5th Cir. 1985) (citing *Bd. of Adjustment of City of San Antonio v. Willie*, 511 S.W.2d 591 (Tex. App.—San Antonio 1974, writ ref'd n.r.e.); *Swain v. Bd. of Adjustment of City of Univ. Park*, 433 S.W.2d 727, 730 (Tex. App.—Dallas 1968, writ ref'd n.r.e.)).

TCHDallas2, LLC v. Espinoza (2024)

- **October 2020** - The building official issued a certificate of occupancy (CO) to Texas Card House (TCH) for a commercial amusement (inside) .
- **December 2021** - the building official revoked the CO because Texas Card House violated the state law prohibition on gambling.
- **January 2022** – TCH appealed the building official's decision to the Board of Adjustment (BOA).
- **March 2022** - The BOA reversed the building official's decision and reinstated TCH's CO.
- **April 2022** - The building official appealed the BOA's decision to state district court.
- **October 2022** - The district court reversed the BOA's decision because the CO was issued in violation of state law.
- **January 2023** - TCH appealed the district court's ruling to the Court of Appeals for the Fifth District of Texas at Dallas.

TCHDallas2, LLC v. Espinoza (2024)

- **August 2024** - The 5th Court of Appeals rules.
- The court included the following excerpts in its opinion.
- Do you think they affirmed the BOA's decision?

TCHDallas2, LLC v. Espinoza (2024)

With respect to a zoning board's factual findings, a reviewing court may not substitute its own judgment for that of the board. *Vanesko*, 189 S.W.3d at 771; *see Walker*, 827 S.W.2d at 839. Instead, a party challenging those findings must establish that the board could only have reasonably reached one decision. *Vanesko*,

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TCHDallas2, LLC v. Espinoza (2024)

The verified record reflects that the BOA's decision was based upon significant historical facts relating to governmental oversight, review, and approval. Specifically, TCH was issued a C.O. after two years of due diligence during which time TCH worked with the city attorney and the city council to ensure the planned operations would comply with all relevant laws and local ordinances. TCH

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TCHDallas2, LLC v. Espinoza (2024)

land use statement violated Texas Penal Code section 47.04. The discussion among the members of the BOA reflected that the issue of whether TCH's operations were legal or illegal had not been determined by a court of law, and it was not clear whether TCH's operations came under the safe harbor provision of penal code section 47.04. In this specific context, the BOA voted unanimously to reverse the

TCHDallas2, LLC v. Espinoza (2024)

at 70). If reasonable minds could have reached the conclusion the BOA must have reached to justify its action, the trial court must uphold the BOA's order. *Winkles*, 832 S.W.2d at 805; *City of San Angelo*, 190 S.W.2d at 70. In other words, the party challenging the BOA's findings must establish that the BOA could only have reasonably reached one decision. *Vanesko*, 189 S.W.3d at 771; *see Walker*, 827

TCHDallas2, LLC v. Espinoza (2024)

- 5th Court of Appeals' Holding
  - Reversed the district court's decision and **AFFIRMED the BOA's decision** to reinstate the CO because the district court did not give the BOA's decision adequate deference.

- 5th Court of Appeals' Reasoning
  - The standard of review for BOA decisions is **abuse of discretion**. The BOA "abuses its discretion if it acts without reference to guiding rules and principles or clearly fails to analyze or apply the law correctly."
  - In this case, the BOA's decision was based on significant historical facts which could have led to more than one reasonable conclusion.
  - Reviewing courts cannot substitute their judgment for that of the board.
  - **If reasonable minds could reach the BOA's conclusions, then a reviewing court must uphold the BOA's decision.**

Abuse of Discretion – What does it mean?

- The court does not review the matter from scratch. Instead, it **gives deference** to the BOA's decisions.
- The BOA has the authority to make discretionary decisions, which the court respects, unless the BOA is abusing that discretion.
- Abuse of discretion can look like a decision that is made without rational explanation, inexplicably departs from established policies or practices, or is based on insupportable conclusions.
- **If the decision cannot be explained in a way that ties into the standard and facts, it cannot be considered a reasonable conclusion and is at risk of being overturned.**

Preventing an Abuse of Discretion Ruling

- Mostly comes down to one thing – a **CLEAN RECORD**.
- Courts will look to the record to understand the BOA's rationale and decide if the BOA's decision was reasonable.

- Do
  - ✓ Look to applicable standards and facts to incorporate into your reasoning.
  - ✓ Ask questions of all parties.
  - ✓ Voice your reasoning and connection to the standard/facts on the record.

- Don't
  - x Make decisions without an explanation.
  - x Provide an explanation that does not include facts or standards.

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City of Dallas

Compliance Cases

Kaitlin Bethay,
Assistant City Attorney

November 3, 2026

Compliance for Nonconforming Uses (51A-4.704)

- Purpose of the city that nonconforming uses be eliminated and be required to comply with the code.
- Nonconforming use means a use that does not conform to the use regulations of Ch 51A (Development Code), but was lawfully established under the regulations in force at the beginning of operation and has been in regular use since that time.
- Request is **made by city council** for the board to consider imposing a compliance requirement.
- If there is sufficient funds available to cover potential costs incurred to impose a compliance requirement, the board shall hold a public hearing to determine **whether the continued operation of the nonconforming use will have an adverse effect on nearby properties**.

Compliance for Nonconforming Uses (51A-4.704)

Factors to consider determining whether continued operation of the nonconforming use will have an adverse effect on nearby properties:

- **Character** of the surrounding neighborhood.
- Degree of **incompatibility** of the use with the zoning district in which it is located.
- **Manner** in which the use is being conducted.
- **Hours** of operation of the use.
- Extent to which continued operation of the use may threaten **public health or safety.**
- The **environmental impacts** of the use's operation, including but not limited to the impacts of noise, glare, dust, and odor.
- Extent to which **public disturbances** may be created or perpetuated by continued operation of the use.
- Extent to which **traffic or parking problems** may be created or perpetuated by continued operation of the use.
- **Any other factors** relevant to the issue of whether continued operation of the use will **adversely affect** nearby properties.

Compliance for Nonconforming Uses (51A-4.704)

- If the board, based on evidence presented at the public hearing, determines that the continued operation of the use will have an **adverse effect**, it shall proceed to impose a compliance requirement.
- **Determination of Remedies - 51A-4.704(a)(1)(D)(i)**
  - The planning director shall determine the costs incurred by the owner or lessee that are directly attributable to ceasing the nonconforming use of the property, including expenses related to demolition, relocation, termination of a lease, or discharge of a mortgage; and
  - an amount equal to the greater of, as determined by the director, the diminution in the market value of the property, computed by subtracting the current market value of the property after the imposition of the requirement to stop the nonconforming use of the property from:
    - the market value of the property on the day before the date notice was given under Section 51A-4.701(a)(1.1); or
    - the market value of the property on the day before a request to impose a compliance date is accepted under this section.

Compliance for Nonconforming Uses (51A-4.704)

The property owner or lessee may choose to:

- **receive a payment** from the city for the amount calculated in 51A-4.704(a)(1)(D)(i); or
- **continue operating** the nonconforming use until the owner or lessee recovers the amount calculated in 51A-4-.704(a)(1)(D)(i) through the owner's or lessee's continued business activities according to generally accepted accounting principles.

- Not later than the **10th day** after the board imposes a requirement to stop operating a nonconforming use; the director shall give written notice to the owner or lessee of the property of the requirements and remedies.
- Not later than the **30th day** after the date the director gives notice, the owner or lessee shall respond in writing their chosen remedy.

Compliance for Nonconforming Uses (51A-4.704)

- **Compliance Date**
  - If the owner or lessee is receiving a payment, the owner or lessee must stop operating the nonconforming use no later than the **10th day** after the date of the payment.
  - An owner or lessee who continues operating the nonconforming use must stop operating the nonconforming use **immediately** upon the recovery of the amount determined by the director.
- **Appeal of Remedy**
  - A person entitled to a remedy may appeal the director's determination to the board not later than the 20th day after the determination is made.
  - The **director has the burden of proof** to establish the correctness of their determination.
  - If the board determines that the an owner or lessee is entitled to a payment in an amount different than the amount determined by the director, the board shall order additional payment to the owner or lessee, the owner or lessee to reimburse the city, or an amount of time to operate the nonconforming use that is different than the amount of time initially received.
  - **Decision of the board is final unless appealed to district court within 20 days.**

Compliance for Nonconforming Uses (51A-4.704)

- **Example Case – Industrial use near a residential neighborhood.**
  - Industrial use predates residential use and is currently nonconforming.
  - The industrial use creates hazardous runoff, operates 24/7, and uses loud machines.
  - City Council requests BOA's review.
  - To determine whether the use **adversely affects** neighboring properties, what are some factors that would be of concern?
  - If BOA decides…
    - **The use has an adverse effect.** Planning director calculates costs, which can be appealed. If appealed, the planning director has the burden show costs are correct. If deemed incorrect, BOA can order the city pay more, require owner pay money back to the city, or adjust amount of time nonconforming use continues.
    - **The use does not have an adverse effect.** Use can continue.

City of Dallas

Texas Open Meetings Act

Daniel Moore,
Assistant City Attorney

November 3, 2026

In general

- “Every regular, special, or called meeting or session of every governmental body *s*hall be open to the public . . . .”
- Applies to city council and boards and commissions.
- Meetings must be noticed.
- Notice must be posted online and on the city’s electronic bulletin board.
- Action taken in violation is voidable.

Governmental bodies

- Mandatory for every governmental body.
- Governmental body includes city council and boards or commissions.
- Zoning enabling act requires the Board of Adjustment to comply with TOMA.

Meetings

- Meeting means “deliberation between a quorum of a governmental body…during which public business or public policy…is discussed.”
- Deliberate and discuss are synonymous.
- Deliberate includes verbal or written exchanges.

Walking quorum

When a board member:

- knowingly engages in one communication among a series of communications about public business in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of the members.
- knew at the time the member engaged in the communication that the series of communications:
  - involved or would involve a quorum; and
  - would constitute a deliberation once a quorum of members engaged in the series of communications.

Walking quorum examples

- conducting secret deliberations;
- email communications;
- voting over the telephone; or
- deliberating through a series of closed meetings of members of less than a quorum.

Notice Requirements

- A governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body.
- Notice must be given at least three business days before the date of the meeting.
- Notice must be sufficient to inform the public of the subject matter to be addressed during the meeting.

Videoconference

- City officials, city staff, and members of the public **may** attend an open meeting by videoconference.
- The person presiding over the meeting must be present in a location open to the public.
- City officials, city staff, and members of the public must have both an audio and video feed available in order to participate remotely in an open meeting.
- A city official is considered absent for any portion of an open meeting where the audio or video feed is lost.

Open microphone speakers

- Agenda must give notice of open microphone speakers.
- Open microphone session is *deliberation.*
- Responses are limited to statement of specific information or recitation of existing policy.
- The chair or three board members can place an item on the agenda for a subsequent meeting.

Other rules

- A governing body may not adjourn and start a meeting again the same day.
- Governmental body must vote in public.
- No anonymous or secret ballots.
- What if we “forgot to post” an item?
    - It cannot be discussed, except to say: “Would staff please add this to the next agenda.”

Closed Meeting (Executive Session)

- Cannot go into closed session unless:
  - a quorum first convenes in open session;
  - during which the presiding officer publicly announces that a closed meeting will be held; and
  - identifies the section under which the closed meeting will be held.
- The item must comply with the notice requirements.
- Closed meeting may be called for such matters as:
  - Attorney consultation (§ 551.071).
  - Deliberations about real estate (§ 551.072).
  - Economic development considerations (§ 551.087).
- Any vote regarding the closed session item must occur in open session.

Closed Meeting: Who May Attend?

- Only a governmental body's members have a right to attend a closed meeting.
- Except that the governmental body's attorney must attend closed meetings under the attorney consultation exception.
- Although a governmental body may include others in a closed meeting if they are essential to the matter under consideration, or necessary for the full communication of attorney-client communications, it may not admit a person whose presence is against the interests of the governmental body.

Recordkeeping

- Governmental body must keep minutes or tape recording of the open meeting.
- Minutes must:
  - State subject of each deliberation; and
  - Indicate the vote, order, decision, or other act taken.
- Record of meeting must be available to the public.
- Public is allowed to make audio/visual record of the open meeting, but governmental body may reasonably regulate manner and location.

Questions?

City of Dallas

Board of Adjustment

Full Board Meeting

November 3, 2026

ACTION ITEMS

CITY OF DALLAS

BOARD OF ADJUSTMENT

PROPOSED Accomplishments on Adopted 2025–2026 Goals and Objectives

October 1, 2025 – September 30, 2026

Prepared by:

David A. Neumann, Chairman

Dr. Kameka Miller-Hoskins, Board Administrator & Chief Planner

Date: November 3, 2026

This report outlines progress made toward the Board of Adjustment's (BOA) adopted goals and objectives for the 2025–2026 fiscal year. It reflects the continued commitment of BOA staff and Board Members to uphold fairness, transparency, and operational excellence when citizens and property owners make application to the Board of Adjustment.

PROPOSED Accomplishments on 2025 - 2026 Goals & Objectives

1. Ensure Fairness to every property owner appeal to the Board of Adjustment (BOA) through a Transparent process that culminates in Timely public hearings where Accurate information is reasonably applied to the Board's preexisting legal standards.

- Board staff continues to streamline the application process via DallasNow. DallasNow allows for:
- Fully digital application submittal and document upload
- Real-time case tracking is accessible to applicants and staff
- Automatic timestamping to help enforce timeliness
- Centralized case file management with access to zoning, GIS, notification data, etc.
- Staff continue to place greater emphasis on all cases accepted, ensuring that information is accurate and precise; and aligns with the Board's preexisting legal standards.

2. Members and Alternates acknowledge importance of in-person fully (5 of 5) attended Panel Hearings to ensure fairness to the applicant and public. Commit to this effective 100% attendance by the combination of Members and/or Alternate Members through calendarizing/prioritizing monthly meetings and communicating potential absence well in advance of meeting dates to optimize Alternate Member coverage.

- Board Members and Alternate Members achieved only 84% (26 of 31 hearings) with 5 person attendance of panel hearings. Three scheduled hearings were cancelled due to lack of 4 person quorum.

3. Staff and Board to provide a public hearing for property owner appeals to BOA within 55 days on average from taxpayer application. Continue to use a verifiable predefined consistent measurement of days from application to Hearing, (State law requires a hearing within 60 days for an Administrative Official appeal and 30 days for Plats)

- The average number of days from intake to hearing has significantly improved and now stands at 54 days – just below the 55 day target. This achievement reflects the successful implementation of more efficient workflows, as well as extending application deadlines to minimize time between application and hearing decision. Staff have consistently worked to process cases more efficiently without compromising accuracy.

- We need to identify consistent points/dates of measurement to ensure accurate tracking.

4. Process Improvement: Review the appeals process for opportunities to streamline processes and to remove unnecessary steps. Identify ways to make the application process more accessible to "non-professional "users and applicants. Can AI assist in streamlining process? Consider regular surveys of applicants to obtain their feedback on accessibility and user friendliness of BOA appeal process.

- Applicants can now submit all application materials through the DallasNow portal, significantly improving accessibility for non-professional users. In addition, City Staff intake team provides applicants with a step-by-step guide on how to navigate DallasNow.

PROPOSED Accomplishments on 2025 - 2026 Goals & Objectives (cont'd)

- Although the applicant is responsible for a complete application and burden of proof for affirmative action, the Board desires the staff to continue assisting applicants as much as reasonable on the application process "to minimize intake to hearing delays" due to missing required information.

- The BOA needs a BOA specific survey process to objectively measure applicant feedback throughout the year.

- AI was not yet utilized within BOA nor Planning & Development.

5. Staff's comprehensive and technical analysis for appeal hearings to utilize only current maps and information with enhanced photos and property comparisons including professional narratives to include the uniqueness of the surrounding properties within 200 feet of the appeal location. Consider AI and Drone for ariel/overhead video. Staff to proofread all presentations to ensure improved accuracy.

- Staff continue to incorporate Google street view, accompanied by zoning maps, notification maps, real-time photographs, and 360-degree videos to provide a more complete context of the property in question and properties with 200-feet of the subject site.

- Improved site plan drawings by illustrating in color specific areas of request; making it easier for board members is usually available at the briefing. Need to make available color variations that highlight "By Right land use" verus "Requested land use" in staff briefing AND public hearing given this report is not always available in the published materials prior to the meeting.

- Staff continue to hold a presentation review meeting before each hearing to ensure accuracy and alignment across all case reports.

6. Website enhancements to ensure timely updates to "pending cases" section. Create a user-friendly application flowchart/process to guide a property owner start to finish. Add video link for users to view typical BOA public hearing. Consider use of AI.

- The BOA webpage is being updated weekly and/or as needed to ensure proper updates are available to the public. Visual clutter has been improved.

The Pending Case Log tab on the website allows the public access to all new cases and application materials once it has been accepted and assigned to a Panel and Senior Planner.

- All relevant forms and documents are updated as needed to ensure applicants have current materials.

- A flowchart has been created and is provided and/or discussed with the applicant during their intake process. During the intake process, applicants are also provided with links to previous board hearings to use as a reference at their leisure.

- Video sychronization is now available for agenda items and video recordings. Transcript sychronization is enabled; you can click anywhere in the transcript section on the right side of the screen, and the video will sync to that point in the transcript. Additionally, video indexing will allow the creation of an index of uploaded agendas. You are able to click on the Agenda Outline on the left side of the screen and the video will sync to that agenda item.

PROPOSED Accomplishments on 2025 - 2026 Goals & Objectives (cont'd)

7. Quarterly enhanced training on rules, conflicts of interest, criteria for decision making and onboarding of new appointees. Should BOA members and alternates attend CPC, APA, and TPA to learn fuller aspects of land use?

- Board staff created a board of adjustment orientation manual that was available during the full board meeting in October 2025.
- The Board Administrator, Board Attorney and Senior Project Coordinator conducted two BOA New Member Orientation Sessions (June 2026 and September 2026)
- The Board Administrator and Senior Planner Bryant Thompson are currently working with the PDD Training team to create and implement a virtual training course for new and current BOA members which will be available by the end of calendar year 2026.
- Regular (quarterly or semiannually) Board Member training on recurring BOA topics, case law, ethics, participation in Texas Planning Association events needs to be planned and implemented.

City of Dallas
Board of Adjustment
November 3, 2026

PROPOSED 2026 - 2027 Goals & Objectives

1. Ensure Fairness for every property owner appeal to the Board of Adjustment (BOA) through a Transparent application process that culminates in Timely public hearings where Accurate information is reasonably & consistently applied to the Board's preexisting legal standards.

2. Members and Alternate Members acknowledge the importance of fully (5 of 5) attending Panel Hearings, in person as a priority, to ensure fairness and equality to the applicant and public. Commit to this effective 100% attendence by Members and/or Alternate Members' calendarizing/prioritizing monthly meetings and communicating potential absence well in advance of meeting dates to optimize Alternate Member coverage.

3. Staff to work with the Board to provide a public hearing for property owner appeals to BOA within 53 days on average from the taxpayer application. Identify a verifiable, predefined, consistent measurement of days from application to decision Hearing (State law requires a hearing within 60 days for an Administrative Official appeal and 30 days for Plats).

4. Process Improvement: Review the appeals process for opportunities to streamline and remove unnecessary forms and steps. Simplify the 10-day notice to surrounding property owners to make it more understandable (add a QR code). Assist the applicant as much as reasonably while acknowledging that the ultimate burden of proof remains on the applicant. In-person and phone availability to applicants, property owners, and the public is important, with prompt follow-ups to messages and emails. Encourage regular surveys of applicants and the public to obtain their feedback on the BOA appeal process.

5. Staff's comprehensive and technical analysis for appeal hearings to utilize only current maps and information with enhanced photos and property comparisons, including professional narratives to include the uniqueness of the surrounding properties within 200 feet of the appeal location. Utilize color variations on analysis for the briefing and public hearing to compare an applicant's "Land Use by Right" versus " Land Use Requested".
   Ensure the Board has a clear and most recent version of the submitted site plan to include: lot coverage, measurements, square footage, visibility triangles, and elevations. Obtain more quantitative and objective traffic data to help determine potential traffic hazards, congestion, and impact for parking special exceptions and variances.

6. Website enhancements to ensure weekly updates to meetings and the "pending cases" section. Consider other ways to leverage the website and AI for applicant and public transparency.

7. Regular training for Board Members on recurring BOA topics, Rules, conflicts of interest, criteria for decision making, and onboarding of new appointees. Roll out and update the online BOA training module for new, existing Members, and Alternate Members.

City of Dallas
Board of Adjustment
PROPOSED Recommendations to City Council
November 3, 2026

1. Request City Council's support of the Board of Adjustment's mission to adjudicate land use decisions in a quasi-judicial format by exercising Timeliness, Accuracy, Transparency, and Fairness for all phases and parties of an appeal to the Board of Adjustment by a taxpayer/property owner.

2. Request City Council appoint citizen Members and Alternate Members to fill vacancies, currently and whenever they occur on the Board, to ensure all 5 of 5 members participate in Hearing Panels to make land use decisions.

3. Request City Council continued interest and oversight on Planning & Development, its permitting process, and personnel to reduce permitting errors which have led to undue financial cost, delay, and unfairness to all involved: Taxpayers, homeowners, developers and neighborhoods.

City of Dallas
BOARD OF ADJUSTMENT



DRAFT

ANNUAL REPORT

October 1, 2025- September 30, 2026

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BOARD OF ADJUSTMENT

2025-2026

MISSION, PURPOSE, AUTHORITY,

PROCESS

Board of Adjustment Mission Statement

The Board of Adjustment (BOA) is a quasi-judicial body, appointed by the City Council, charged with certain decision-making functions, which aim to uphold the meaning and spirit of the zoning ordinance as enacted by city ordinance or state legislation. The purpose of the Board of Adjustment is to implement the zoning ordinance and to apply discretion in exceptional instances where building permits are desired but are not literally conforming to the regulations. Primary responsibility for administration of the zoning ordinance falls on the Building Official, subject to appeals to the Board of Adjustment and ultimately to the courts.

(1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of any order or ordinance pertaining to zoning.

(2) To hear and decide special exceptions to the terms of the zoning ordinance in the manner provided.

(3) To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship, and so that the spirit of the ordinance is observed, and substantial justice done.

(4) To regulate and discontinue nonconforming uses and structures.

Purpose

City of Dallas Board of Adjustment
Dallas Development Code, SEC 51A-4.501

The purpose of the Dallas zoning code is to promote the public health, safety and general welfare but in order for a comprehensive zoning map and ordinance to properly function in accordance with the purpose for which it is designed, it is necessary from time to time that some modification of these zoning regulations be made. The purpose of the Board of Adjustment was to implement the zoning ordinance and to apply discretion in exceptional instances where building permits are desired but are not literally conforming to the regulations. The Board of Adjustment is a governmental agency of the city and is an essential part of the administration of zoning, engaged in a delegated policy-making function (within the standards set up in the zoning ordinance), and not merely deciding private rights, as it represents the public interest.

Authority

City of Dallas Board of Adjustment
Dallas Development Code, SEC 51A-4.501

The Board of Adjustment receives its power from the enactment of State Legislation (Chapter 211 of the Texas Local Government Code): The Board of Adjustment is permitted by State Law to establish their rules and operational procedures provided that such rules are not inconsistent with the zoning ordinance or State Law. As noted in the Board's Rules of Procedures, no action of the Board of Adjustment shall set a precedent, with each case being considered and decided on its own merits and on the circumstance's attendant thereto. Also, it is the declared purpose of the zoning ordinance that nonconforming uses be eliminated and be required to conform to the regulations prescribed in the ordinance.

The Board of Adjustment receives its powers from the City of Dallas through Chapter 51, and Chapter 51A, Dallas Development Code, as amended: The powers vested in the Board of Adjustment are discretionary in the sense that it is an administrative body created for the administration of the Zoning Law, and, within the standards set by the law, its decision, if supported by substantial evidence, are not subject to being set aside, that is, they can only be set aside for a clear abuse of discretion. The Board's functions are administrative and quasi-judicial. The actions of the Board are presumed to be valid and final, and the only recourse is for the applicant to appeal the Board's decision to the District Court. An applicant appealing to the District Court by certiorari has the burden of showing that the action of the Board was arbitrary, capricious or illegal.

The Board of Adjustment is composed of 15 Members and 6 Alternates appointed by the Dallas City Council. The Board is divided into 3 Hearing Panels composed of 5 Members each. The Mayor appoints a Board Chairman and 2 Vice Chairs to act as Presiding Officers of the 3 panels. Pursuant to the Board's Rules of Procedure, ex parte communications with the members of the Board are prohibited. All communications to the Board, oral or written, should be directed to the Board Administrator. Failure to comply

with this rule may result in criminal prosecution for improper influence, which is a Class A misdemeanor under Texas Penal Code, Section 36.04.

It requires four (4) members of the Board of Adjustment Hearing Panel at the public hearing to constitute a quorum, and at the hearing the Board Administrator calls each appeal and gives the swearing in of the oath of truth to all persons that desire to testify in each case.

On the day of the hearing, the applicant presents his case, the opposition is then heard, and the applicant is given the opportunity for rebuttal. No rebuttal is allowed for the opposition.

An affirmative vote of at least 4 of 5 Members of a Hearing Panel is required to approve a Variance, Special Exception, regulate-discontinue a Non-Conforming use or Reverse the decision of an Administrative Official of the City. The Board of Adjustment normally makes their decision known on an appeal immediately after a case has been heard, and the Board may apply any restrictive conditions when they feel it is necessary. The Board's decisions are final, and the only recourse on a Board's decision is to appeal to the District Court.

The Process of Zoning Appeals
How an Appeal Is Made

After an appeal is received in the Planning & Development Department from the Zoning Division of the Building Inspection's Office, the appeal is assigned a case number. A route sheet is prepared so that each section within Planning & Development Department and other departments in the City can make comments and present facts that could be pertinent to the decision of the Board of Adjustment. Property description and public notices are prepared for all appeals that are to be acted on by the Board. The route sheet copy of the appeal, and a copy of the public notice is sent to the GIS Section of Planning & Development Department to have a location map, and other appropriate graphics for the Board's docket. This section also prepares labels for the property owners within 200-feet, to be notified for each appeal being processed for the Board of Adjustment's public hearing. The notices are mailed no later than ten (10) days prior to the Board's public hearing date to comply with state statute requirements.
All public hearings are taped, and the secretary also takes notes of the hearing. Each appeal is called and all people that testify are sworn in.

The Board of Adjustment normally makes their decisions known on an appeal immediately after a case has been heard. After the hearing, letters are written informing the applicant and other concerned parties of the Board's action. Appeals are filed with the Board Office after the hearing so that no misunderstanding will occur, and all site plans are stamped approved by the Board if the appeals are granted.

BOARD OF ADJUSTMENT

2025-2026

MEMBER ROSTER

BOARD OF ADJUSTMENT MEMBER ROSTER
2025-2027

Panel A

David A. Neumann, Chairman (appt'd: 10/5/2021, re-appt'd: 10/11/2023)
Kathleen F. Davis, regular member (appt'd: 11/16/2021, re-appt'd: 10/11/2023, re-appt'd 8/27/2025)
Kacy Rodgers II, regular member (appt'd: 4/22/2026)
Michael Hopkovitz, regular member (appt'd: 10/11/2023, re-appt'd 10/08/2025)

Panel B

Parker Graham, regular member (appt'd: 1/8/2025. re-appt'd 11/05/2025)
Sarah Lamb, regular member (appt'd: 08/27/2025)
Stuart Campbell, regular member (appt'd: 10/01/2025)
Michael Quint, regular member (appt'd: 10/01/2025)

Panel C

Jared M. Slade, regular member (appt'd 2/2/2022, re-appt'd: 10/11/2023, re-appt'd 10/01/2025)
Rodney Keith Milliken, regular member (appt'd: 1/05/2022, re-appt'd 11/08/2023, re-appt'd 10/22/2025)
Roger Sashington, regular member (appt'd: 07/05/2019, re-appt'd 11/08/2023)
Linda A. Garner, regular member (appt'd: 9/27/2025)
Amelia S. Perez, regular member (appt'd: 01/14/2026)

ALTERNATE MEMBERS

Dr. Emmanuel Glover (appt'd: 09/09/2021, re-appt'd: 09/20/23, re-appt'd 1/16/2026
TC Fleming (appt'd: 09/22/2021, re-appt'd: 09/13/23, re-appt'd 11/05/2025
Andrew Ray Finney (appt'd: 09/22/2021, re-appt'd: 09/06/23, re-appt'd 8/27/2025)
Michael Dorn (appt'd: 3/5/2025, re-appt'd: 08/06/25)
Mary Candace Evans (appt'd: 10/22/2025)
Cheryl Gambow (appt'd: 9/10/2025)

Resignations, Forfeitures and Term Endings: 10/24- 09/25

Forfeitures

None

Term Ending

Philip Sahuc (appt'd: 10/22/2021, re-appt'd: 09/13/23)
Jay Narey, regular member (appt'd: 08/30/2017, re-appt'd: 9/20/23)

Resignation

Rachel Hayden, Board member (appt'd: 08/06/2023, re-appt'd 8/27/2025) – Resigned 4/22/2026

BOARD OF ADJUSTMENT

2025-2026

MEMBER ATTENDANCE

CITY SECRETARY
MEETING ATTENDANCE RECORD
BOARD OF ADJUSTMENT
PANEL A

Meeting Type:			Cancelled	Regular	Special Called	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Position	Members Name	% Missed	10/21/2025	10/28/2025	11/4/2025	11/18/2025	1/20/2026	2/17/2026	3/17/2026	4/14/2026	5/19/2026	6/16/2026	7/14/2026	8/18/2026	9/15/2026
Panel A	David A Neumann (Chair) (	2.86%	C	P	P	P	P	P	P	P	P	P	P	P	P
Panel A	Kathleen Davis	2.86%	C	P	A	P	P	P	P	A	P	P	P	P	P
Panel A	Kacy Rodgers II										P	P	A	P	P
Panel A	Rachel Hayden	2.86%	C	P	P	P	P	P	P	P					
Panel A	VACANT	2.86%											V	V	V
Panel A	Michael Hopkovitz	2.86%	C	P	P	P	P	P	P	P	P	P	P	P	A
Alternate	Andrew Finney	2.86%		P	P										
Alternate	Phil Sahuc	2.86%		A	P										
Alternate	Dr. Emmanuel Glover	2.86%		P											
Alternate	Michael Dorn	2.86%		P			P	P	P	P	P	P	P	P	P
Alternate	Cheryl Gambow	2.86%		A											
Alternate	TC Fleming	2.86%								P					P
		2.86%													
		2.86%													
		2.86%													
		2.86%													
		2.86%													
		2.86%													
		2.86%													

DO NOT INPUT DATA BELOW THIS SECTION

LEGEND	
P	Present
PV	Present Virtually
A	Absent
V	Vacant
O	Observed
C	Meeting Cancelled
R	Resigned
F	Forfeit
820A	Sec. 8-20(e)
A51	Absent 50%+
HA	Holdover Absence

Instructions:

- Select Meeting Type
- Enter Date
- Confirm Member Listing is updated,
- Enter Legend Code, capitalize Code
- Save 13-month Period of spreadsheet as PDF
- Email Attendance Record as PDF, showing 13-months of attendance to SECB&C@dallas.gov

Send Warning Letter to Members at 50% absence rate

CITY SECRETARY
MEETING ATTENDANCE RECORD
BOARD OF ADJUSTMENT
PANEL B

Meeting Type:			Cancelled	Regular	Regular	Cancelled	Regular	Regular	Regular	Cancelled	Regular	Regular	Regular	Cancelled	Cancelled
Position	Members Name		10/22/2025	10/28/2025	11/19/2025	12/17/2025	1/21/2026	2/18/2026	3/18/2026	4/15/2026	5/20/2026	6/17/2026	7/15/2026	8/19/2026	9/16/2026
Panel B	Stuart Campbell		C	P	P	C	P	P	PV	C	P	P	P	C	C
Panel B	Sarah Lamb		C	A	P	C	A	P	P	C	PV	P	P	C	C
Panel B	Michael Quint		C	P	P	C	P	P	P	C	P	P	P	C	C
Panel B	Parker Graham		C	P	P	C	P	P	P	C	P	P	P	C	C
Panel B	Vacant		V	V	V	V	V								
Alternate	Andrew Finney						P	P	P						
Alternate	VACANT														
Alternate	Dr. Emmanuel Glover (														
Alternate	Michael Dorn				P										
Alternate	Cheryl Gambow										P				
Alternate	Candace Evans			P								P			
Alternate	TC Fleming														
		6.06%													

DO NOT INPUT DATA BELOW THIS SECTION

LEGEND	
P	Present
PV	Present Virtually
A	Absent
V	Vacant
O	Observed
C	Meeting Cancelled
R	Resigned
F	Forfeit
820A	Sec. 8-20(e)
A51	Absent 50%+
HA	Holdover Absent

Instructions:

- Select Meeting Type
- Enter Date
- Confirm Member Listing is updated,
- Enter Legend Code, capitalize Code
- Save 13-month Period of spreadsheet as PDF
- Email Attendance Record as PDF, showing 13-months of attendance to SECB&C@dallas.gov

Send Warning Letter to Members at 50% absence rate

CITY SECRETARY
MEETING ATTENDANCE RECORD
BOARD OF ADJUSTMENT
PANEL C

Meeting Type:			Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Cancelled	Regular	Regular
Position	Members Name		10/20/2025	10/28/2025	11/17/2025	12/15/2025	1/22/2026	2/19/2026	3/16/2026	4/13/2026	5/18/2026	6/15/2026	7/13/2026	8/17/2026	9/14/2026
Panel C	Linda Garner		P	P	P	P	P	C	P	P	P	P	C	P	P
Panel C	Amelia Perez		V	V	V	V	V	C	P	P	P	P	C	P	P
Panel C	Rodney Milliken		P	P	P	P	P	C	P	P	A	P	C	P	P
Panel C	Jared Slade		P	P	P	P	P	C	A	P	P	P	C	P	A
Panel C	Roger Sashington (H)		PV	P	P	PV	PV	C	PV	PV	PV	A	C	PV	P
Alternate	Andrew Finney											P			
Alternate	Phil Sahuc														
Alternate	Dr. Emmanuel Glover														
Alternate	VACANT														
Alternate	Michael Dorn		P												
Alternate	Cheryl Gambow				P	P			P						P
Alternate	Candace (Candy) Evans						P								
Alternate	TC Fleming										P				

DO NOT INPUT DATA BELOW THIS SECTION

LEGEND	
P	Present
PV	Present Virtually
A	Absent
V	Vacant
O	Observed
C	Meeting Cancelled
R	Resigned
F	Forfeit
820A	Sec. 8-20(e)
A51	Absent 50%+
HA	Holdover Absent

Instructions:

- Select Meeting Type
- Enter Date
- Confirm Member Listing is updated,
- Enter Legend Code, capitalize Code
- Save 13-month Period of spreadsheet as PDF
- Email Attendance Record as PDF, showing 13-months of attendance to SECB&C@dallas.gov

Send Warning Letter to Members at 50% absence rate

BOARD OF ADJUSTMENT

2025-2026

SUMMARY OF WORK &

ACCOMPLISHMENTS

CITY OF DALLAS

BOARD OF ADJUSTMENT

PROPOSED Accomplishments on Adopted 2025–2026 Goals and Objectives

October 1, 2025 – September 30, 2026

Prepared by:

David A. Neumann, Chairman

Dr. Kameka Miller-Hoskins, Board Administrator & Chief Planner

Date: November 3, 2026

This report outlines progress made toward the Board of Adjustment's (BOA) adopted goals and objectives for the 2025–2026 fiscal year. It reflects the continued commitment of BOA staff and Board Members to uphold fairness, transparency, and operational excellence when citizens and property owners make application to the Board of Adjustment.

PROPOSED Accomplishments on 2025 - 2026 Goals & Objectives

1. Ensure Fairness to every property owner appeal to the Board of Adjustment (BOA) through a Transparent process that culminates in Timely public hearings where Accurate information is reasonably applied to the Board's preexisting legal standards.

- Board staff continues to streamline the application process via DallasNow. DallasNow allows for:
- Fully digital application submittal and document upload
- Real-time case tracking is accessible to applicants and staff
- Automatic timestamping to help enforce timeliness
- Centralized case file management with access to zoning, GIS, notification data, etc.
- Staff continue to place greater emphasis on all cases accepted, ensuring that information is accurate and precise; and aligns with the Board's preexisting legal standards.

2. Members and Alternates acknowledge importance of in-person fully (5 of 5) attended Panel Hearings to ensure fairness to the applicant and public. Commit to this effective 100% attendance by the combination of Members and/or Alternate Members through calendarizing/prioritizing monthly meetings and communicating potential absence well in advance of meeting dates to optimize Alternate Member coverage.

- Board Members and Alternate Members achieved only 84% (26 of 31 hearings) with 5 person attendance of panel hearings. Three scheduled hearings were cancelled due to lack of 4 person quorum.

3. Staff and Board to provide a public hearing for property owner appeals to BOA within 55 days on average from taxpayer application. Continue to use a verifiable predefined consistent measurement of days from application to Hearing, (State law requires a hearing within 60 days for an Administrative Official appeal and 30 days for Plats)

- The average number of days from intake to hearing has significantly improved and now stands at 54 days – just below the 55 day target. This achievement reflects the successful implementation of more efficient workflows, as well as extending application deadlines to minimize time between application and hearing decision. Staff have consistently worked to process cases more efficiently without compromising accuracy.

- We need to identify consistent points/dates of measurement to ensure accurate tracking.

4. Process Improvement: Review the appeals process for opportunities to streamline processes and to remove unnecessary steps. Identify ways to make the application process more accessible to "non-professional "users and applicants. Can AI assist in streamlining process? Consider regular surveys of applicants to obtain their feedback on accessibility and user friendliness of BOA appeal process.

- Applicants can now submit all application materials through the DallasNow portal, significantly improving accessibility for non-professional users. In addition, City Staff intake team provides applicants with a step-by-step guide on how to navigate DallasNow.

PROPOSED Accomplishments on 2025 - 2026 Goals & Objectives (cont'd)

- Although the applicant is responsible for a complete application and burden of proof for affirmative action, the Board desires the staff to continue assisting applicants as much as reasonable on the application process "to minimize intake to hearing delays" due to missing required information.

- The BOA needs a BOA specific survey process to objectively measure applicant feedback throughout the year.

- AI was not yet utilized within BOA nor Planning & Development.

5. Staff's comprehensive and technical analysis for appeal hearings to utilize only current maps and information with enhanced photos and property comparisons including professional narratives to include the uniqueness of the surrounding properties within 200 feet of the appeal location. Consider AI and Drone for ariel/overhead video. Staff to proofread all presentations to ensure improved accuracy.

- Staff continue to incorporate Google street view, accompanied by zoning maps, notification maps, real-time photographs, and 360-degree videos to provide a more complete context of the property in question and properties with 200-feet of the subject site.

- Improved site plan drawings by illustrating in color specific areas of request; making it easier for board members is usually available at the briefing. Need to make available color variations that highlight "By Right land use" verus "Requested land use" in staff briefing AND public hearing given this report is not always available in the published materials prior to the meeting.

- Staff continue to hold a presentation review meeting before each hearing to ensure accuracy and alignment across all case reports.

6. Website enhancements to ensure timely updates to "pending cases" section. Create a user-friendly application flowchart/process to guide a property owner start to finish. Add video link for users to view typical BOA public hearing. Consider use of AI.

- The BOA webpage is being updated weekly and/or as needed to ensure proper updates are available to the public. Visual clutter has been improved.

The Pending Case Log tab on the website allows the public access to all new cases and application materials once it has been accepted and assigned to a Panel and Senior Planner.

- All relevant forms and documents are updated as needed to ensure applicants have current materials.

- A flowchart has been created and is provided and/or discussed with the applicant during their intake process. During the intake process, applicants are also provided with links to previous board hearings to use as a reference at their leisure.

- Video sychronization is now available for agenda items and video recordings. Transcript sychronization is enabled; you can click anywhere in the transcript section on the right side of the screen, and the video will sync to that point in the transcript. Additionally, video indexing will allow the creation of an index of uploaded agendas. You are able to click on the Agenda Outline on the left side of the screen and the video will sync to that agenda item.

PROPOSED Accomplishments on 2025 - 2026 Goals & Objectives (cont'd)

7. Quarterly enhanced training on rules, conflicts of interest, criteria for decision making and onboarding of new appointees. Should BOA members and alternates attend CPC, APA, and TPA to learn fuller aspects of land use?

- Board staff created a board of adjustment orientation manual that was available during the full board meeting in October 2025.
- The Board Administrator, Board Attorney and Senior Project Coordinator conducted two BOA New Member Orientation Sessions (June 2026 and September 2026)
- The Board Administrator and Senior Planner Bryant Thompson are currently working with the PDD Training team to create and implement a virtual training course for new and current BOA members which will be available by the end of calendar year 2026.
- Regular (quarterly or semiannually) Board Member training on recurring BOA topics, case law, ethics, participation in Texas Planning Association events needs to be planned and implemented.

Board of Adjustment Summary of Work

BOA Work Summary	2024-2025	2025-2026	
	10/24-09/25	10/25-09/26	Change %
Total Number of Hearings	31	28	(-10%)
Total Applications	151	120	(-20%)
Total Requests	**231**	**182**	**(-21%)**
Special Exceptions	120	107	(-11%)
Variances	91	58	(-36%)
Appeal of a Building Official's Decision	5	2	(-60%)
Fee Waivers / Refunds	14	15	7%
Application Holdovers	28	22	(-21%)
Compliance Case(s)	0	0	---
No. of Cases Approved	185	116	64%
No. of Cases Denied	47	65	36%
Cases Held Under Advisement to next year	3	1	---
Cases Withdrawn	8	7	---

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
PANEL C							
October 20, 2025	BOA-25-000048_FR1	1315 McKenzie Street	D(A)	7	Fee Reimbursement	**Approved**	
October 20, 2025	BDA245-043	4619 Forest Lane	R-1/2ac(A)	13	1) SE - Fence Height; 2) SE - fence opacity	**1) Aproved w/ conditions; 2) Approved w/ conditions**	10
October 20, 2025	BOA-25-000047	1871 Summit Avenue	MF-2(A)	14	1) V - FY	**1) Approved w/conditions**	23
October 20, 2025	BOA-25-000048	135 McKenzie Street	D(A)	7	1) SE - Landscaping; 2) V - Parking	**1) Approved w/ conditions ; 2) Approved w/conditions**	26
October 20, 2025	BOA-25-000051	4002 Baker Street	R-5(A)	6	1) SE - Fence Height; 2) SE - Fence height	**1) Approved w/ conditions ; 2) Approved w/conditions**	17
October 20, 2025	BOA-25-000056	911 E. 8th Street	R-1ac(A)	1	1) V - Sidewalk; 2) V - Sidewalk	**1) Approved w/ conditions ; 2) Approved w/conditions**	24
October 21, 2025 Canceled Per Chairman (Panel A)				***October 21, 2025 Canceled Per Chairman (Panel A)***			
October 22, 2025 Canceled Per Chairman (Panel B)				***October 22, 2025 Canceled Per Chairman (Panel B)***			
PANEL A							
November 4, 2025	BOA-25-000038	5410 Melrose Avenue	R-7.5(A)	14	1) SE - Fence Height; 2) SE - fence opacity; 3) SE - Fence height; 4) V - Front yard	**1) approved w/cond; 2) approved w/ cond; 3) approved w/ cond; 4) approved w/ cond**	38
November 4, 2025	BOA-25-000042	4609 Forest Lane	R-1/2ac(A)	13	1) SE - Fence Height; 2) SE - Fence opacity	**1) Approved w/cond; 2) Approved w/ cond**	12
November 4, 2025	BOA-25-000044	1425 N. Buckner Bulevard	R-10(A)	9	1) SE - Fence Height; 2) SE - fence opacity; 3) SE - Fence height; 4) SE - fence opacity	**Holdover until January 20, 2026**	21
November 4, 2025	BOA-25-000046	9999 Meadowbrook Drive	R-1ac(A)	13	1) SE - fence height	**1) Approved w/ cond**	9
November 4, 2025	BOA-25-000052	4006 Baker Avenue	R-5(A)	6	1) SE - Fence height	**1) Approved w/cond**	19

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
November 4, 2025	BOA-25-000058	6616 Northaven Drive	R-1ac(A)	11	1) SE - ADU; 2) SE - FAR	1) Denied wo prej; 2) Denied wo prej	14
PANEL C							
November 17, 2025	BOA-25-000050	11053 Lawn Haven Road	R-16(A)	11	1) SE - ADU; 2) V - FAR	1) Approved; 2) Approved	18
November 17, 2025	BOA-25-000062	5435 Monticello Avenue	CD-9	14	1) V - Side Yard	Approved	35
November 17, 2025	BOA-25-000067	3207 W. Northwest Highway	CR	6	1) V - Side Yard	Approved	18
PANEL A							
November 18, 2025	BOA-25-000049	5900 Mercedes Avenue	CD-11	14	1) V - rear yard 2) SE - Visibility triangle	1) Approved; 2) Denied without Prejudice	23
November 18, 2025	BOA-25-000059	7181 Greentree Lane	R-1/2ac(A)	9	1) SE - Side yard	Holdover until 1/20/2026	12
November 18, 2025	BOA-25-000060	6511 Bob O Link Drive	R-7.5(A)	9	1) V - Side yard	Approved	19
November 18, 2025	BOA-25-000061	310 Avenue I	R-5(A)	4	1) SE - ADU; SE - FAR; V - Building height	1) Denied wo Prej; 2) approved; 3) denied wo prej	35
November 18, 2025	BOA-25-000064	4665 Meadowood Road	R-1ac(A)	13	1) SE - Fence Height	Holdover until 1/20/2026	13
PANEL B							
November 19, 2025	BOA-25-000057_FR1	7115 Harold Walker Drive	R-7.5(A)	8	Fee Reimbursement	Approved	
November 19, 2025	BOA-25-000033	4608 Harrys Lane	R-1ac(A)	13	1) SE - fence Height	1) Approved	9
November 19, 2025	BOA-25-000054	1724 Poplar Street	PD-595	7	1) SE - NCU; 2) enlarge NCU	1) Approved; 2) Approved	25
November 19, 2025	BOA-25-000055	6964 Wakefield Street	R-7.5(A)	9	1) V - FAR; 2) V - Building height	Holdover until 12/17/2025	21
November 19, 2025	BOA-25-000057	7115 Harold Walker Drive	R-7.5(A)	8	1) V - Side yard	1) Approved	26

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
PANEL C							
December 15, 2025	BOA-25-000069	10315 Oakwood Drive	A(A)	8	1) V - Side Yard	**1) Approved**	9
December 15, 2025	BOA-25-000074	2826 Elsie Faye Heggins Street	PD 595 / SUP 2589	7	1) SE - Fence Height; 2) SE Fence Opacity	**1) Approved; 2) Approved**	83
December 15, 2025	BOA-25-000075	3219 Knox Street	PD-193	14	1) V - Parking	**1) Approved**	62
December 15, 2025	BOA-25-000080	524 Tama Street	R-5(A)	4	1) V - Front Yard; 2) SE - Visibility Obstruction; 3) V - Parking	**1) Approved; 2) Approved; 3) Approved**	37
December 15, 2025	BOA-25-000081	4710 Dorset Road	R-1ac(A)	13	1) V - FAR	**Holdover until 3/16/ 2026**	11
December 17, 2025 Canceled Per Chairman (Panel B)				***December 17, 2025 Canceled Per Chairman (Panel B)***			
Panel A							
January 20, 2026	BOA-25-000044	1425 N. Buckner Bulevard	R-10(A)	9	1) SE - Fence Height; 2) SE - fence opacity; 3) SE - Fence height; 4) SE - fence opacity	**1) Approved; 2) Approved; 3) Denied without Prej; 4) Denied without prej**	21
January 20, 2026	BOA-25-000059	7181 Greentree Lane	R-1/2ac(A)	9	1) SE - Side yard	**1) Denied without prejudice**	12
January 20, 2026	BOA-25-000064	4665 Meadowood Road	R-1ac(A)	13	1) SE - Fence Height	**1) Approved**	13
January 20, 2026	BOA-25-000066	4701 Bengal Street	IR	2	1) V - Front Yard	**Holdover until 1/20/26**	25
January 20, 2026	BOA-25-000084	4342 Bluffview Boulevard	R-10(A)	13	1) SE - Fence Height	**1) Denied without prejudice**	18
January 20, 2026	BOA-25-000085	11228 Inwood Road	R-1ac(A)	13	1) SE - Fence Height	**1) Approved**	11
Panel B							
January 21, 2026	BOA-25-000094_FW1	1151 Ridgewood Drive	R-7.5(A)		Fee Waiver	**Approved**	

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
January 21, 2026	BOA-25-000055	6964 Wakefield Street	R-7.5(A)	9	1) V - FAR; 2) V - Building height	**1) Denied without Prej; 2) Denied without prej**	21
January 21, 2026	BOA-25-000086	4544 Isabella Lane	R-1ac(A)	13	1) SE - Fence Height; 2) SE - fence Opacity	**1) Approved; 2) Approved**	11
January 21, 2026	BOA-25-000089	5141 Northaven Road	R-1/2ac(A)	13	1) SE - ADU	**1) Approved**	11
PANEL C							
January 22, 2026	BOA-25-000036	1231 Claude Street	R-5(A)	4	1) SE - fence Height; 2) SE - Visibility Triangle; 3) SE - opacity	**1) Approved; 2) Denied without Prej; 3) Approved**	27
January 22, 2026	BOA-25-000082	117 Van Buren Avenue	PD-830	1	V - Front Yard	**Holdover until 2/19/26**	22
January 22, 2026	BOA-25-000087	5915 Desco drive	R-1ac(A)	13	1) SE - Fence Height; 2) SE - opacity	**1) Approved; 2) Denied without prej**	15
January 22, 2026	BOA-25-000092	411 N. Marlborough Avenue	R-7.5(A)	1	1) V - Side Yard	**1) Approved**	28
PANEL A							
February 17, 2026	BOA-25-000066	4701 Bengal Street	IR	2	1) V - Front Yard	**Denied without Prejudice**	25
February 17, 2026	BOA-25-000088	10260 Strait Lane	R-1ac(A)	13	1) SE - Fence height	**Holdover until 4/14/26**	10
February 17, 2026	BOA-25-000099	7003 Tokalon Drive	CD-2	9	1) V - front Yard	**Denied without Prejudice**	18
February 17, 2026	BOA-25-000103	6524 Alpha Road	R-1/2ac(A)	11	1) V - Building Height	**Approved**	53
February 17, 2026	BOA-25-000105	802 W. Greenbriar Lane	CD-13	1	1) SE - ADU	**Denied without Prejudice**	25
February 17, 2026	BOA-25-000108	10662 Countess Drive	R-10(A)	13	1) SE - Visibility	**Denied without Prejudice**	18
PANEL B							
February 18, 2026	BOA-25-000102_FW1	12324 Halima Street	MF-1(A)	10	Fee Waiver	**Aproved**	
February 18, 2026	BOA-25-000104_FW2	12305 Halima Street	MF-1(A)	10	Fee Waiver	**Denied without Prejudice**	

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
February 18, 2026	BOA-25-000107_FW3	12364 Halima Street	MF-1(A)	10	Fee Waiver	**Denied without Prejudice**	
February 18, 2026	BOA-25-000110_FW4	12384 Halima Street	MF-1(A)	10	Fee Waiver	**Denied without Prejudice**	
February 18, 2026	BOA-26-000008_FW5	12344 Halima Street	MF-1(A)	10	Fee Waiver	**Aproved**	
February 18, 2026	BOA-25-000095	5012 Brookview drive	R-1ac(A)	13	1)SE - ADU	**Aproved**	14
February 18, 2026	BOA-25-000100	11211 Strait lane	NSO 1	13	1) V - Front Yard	**Aproved**	11
February 18, 2026	BOA-25-000109	1116 Kensington Drive	CD-13	1	1) V - Front yard	**Aproved**	14
February 19, 2026 Canceled Per Chairman (Panel C)				***February 19, 2026 Canceled Per Chairman (Panel C)***			
PANEL C							
March 16, 2026	BOA-25-000081	4710 Dorset Road	R-1ac(A)	13	1) V - FAR	**Holdover until 5/18/26**	11
March 16, 2026	BOA-26-000001	2511 Brookfield Ave	R-7.5(A)	2	1) SE - FY 2) SE - SY	**1) Approved; 2) Approved**	22
March 16, 2026	BOA-26-000006	3520 Meadow Street	PD-595	7	1) SE - ADU 2) V - FAR	**1) Approved; 2) Approved**	41
PANEL A							
March 17, 2026	BOA-25-000096	606 Good Latimer Expy	PD-298	14	1) SE - VO, 2) SE - VO, 3) SE - VO, 4) SE - VO	**1) Approved; 2) Approved; 3) Approved; 4) Approved**	11
March 17, 2026	BOA-25-000101	2628 Maple Ave	PD-193	14	1) V - Off street parking	**Holdover until 4/14/26**	14
March 17, 2026	BOA-26-000004	9401 Douglas Ave	R-1(A)	13	1) SE - FH	**1) Approved**	28
March 17, 2026	BOA-26-000005	822 N. Montclair Ave	CD-1	1	1) V - FY	**1) Approved**	27
PANEL B							
March 18, 2026	BOA-25-000107_FR2	12364 Halima Street	Fee reimbursement	10	Fee reimbursement	**Holdover until 5/20/26**	
March 18, 2026	BOA-25-000110_FR3	12384 Halima Street	Fee reimbursement	10	Fee reimbursement	**Approved**	

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
March 18, 2026	BOA-25-000094	1151 Ridgewood Drive	R-7.5(A)	5	1) V - Build height, 2) V - FAR	1) Approved 2) Approved	17
March 18, 2026	BOA-25-000102	12324 Halima Street	MF-1(A)	10	1) SE - FH	Holdover until 5/20/26	22
March 18, 2026	BOA-25-000104	12305 Halima Street	MF-1(A)	10	1) SE - FH	Holdover until 5/20/26	27
March 18, 2026	BOA-25-000106	12304 Halima Street	MF-1(A)	10	1) SE - FH, 2) SE - FH, 3) SE- VO	Holdover until 5/20/26	25
March 18, 2026	BOA-25-000107	12364 Halima Street	MF-1(A)	10	1) SE - FH	Holdover until 5/20/26	15
March 18, 2026	BOA-25-000110	12384 Halima Street	MF-1(A)	10	1) SE - FH	Holdover until 5/20/26	15
March 18, 2026	BOA-26-000008	12344 Halima Street	MF-1(A)	10	1) SE - FH	Holdover until 5/20/26	19
Panel C							
April 13, 2026	BOA-25-000082	117 Van Buren Avenue	PD 830	1	V - Front Yard	1) Approved	22
April 13, 2026	BOA-26-000010	8301 S. Polk Street	PD 598	8	V - L	1) Approved	13
April 13, 2026	BOA-26-000016	10006 Hollow Way Road	R-1ac(A)	13	SE - FH	1) Approved	16
April 13, 2026	BOA-26-000017	9216 Lynbrook Drive	R-7.5(A)	10	V - FY	1) Approved	30
Panel A							
April 14, 2026	BOA-25-000088	10260 Strait Lane	R-1ac(A)	13	1) SE - Fence height	Held under advisement until 5/19/2026	10
April 14, 2026	BOA-25-000097	7947 Woodshire Drive	R-7.5(A)	8	1) SE - FH; 2) SE; 3) SE - VT	1) Denied w/o prej; 2) denied w/o prej; 3) denied w/o prej	23
April 14, 2026	BOA-25-000101	2628 Maple Avenue	PD 193	14	V- Off street parking	1) denied without prejudice	14
April 14, 2026	BOA-26-000013	9612 Rockbrook Drive	R-1ac(A)	13	V - FY	1) denied without prejudice	12
April 14, 2026	BOA-26-000014	4014 Crest Haven Road	R-7.5(A)	13	SE - FH	1) denied without prejudice	24
April 14, 2026	BOA-26-000015	401 Hart Street	PD 1052	4	1) V - FY; 2) V - SY	1) Approved ; 2) Approved	30

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
April 15, 2026 Canceled Per Chairman (Panel B)				***April 15, 2026 Canceled Per Chairman (Panel B)***			
Panel C							
May 18, 2026	BOA-25-000071	1715 Market Center Boulevard	PD 621	6	1) SE - P	**Approved with conditions**	13
May 18, 2026	BOA-25-000081	4710 Dorset Road	R-1ac(A)	13	1) V - FAR	**Denied without Prejudice**	11
May 18, 2026	BOA-26-000009	5003 Worth Street	PD 97	2	1) SE - VT ; 2) SE - VT	**1) Approved; 2) Approved**	22
May 18, 2026	BOA-26-000019	1450 High Meadow Drive	R-10(A)	13	1) V - SY	**Approved with conditions**	24
May 18, 2026	BOA-26-000021	7202 Duffield Drive	R-7.5(A)	12	1) SE - FH	**Denied without Prejudice**	36
PANEL A							
May 19, 2026	BOA-26-000007_FW1	8440 Kingsfield Road	R-7.5(A)		Fee Waiver	**Denied without Prejudice**	
May 19, 2026	BOA-25-000088	10260 Strait Lane	R-1ac(A)	13	1) SE - Fence height	**Denied with prejudice**	10
May 19, 2026	BOA-26-000003	10506 Lakemere Drive	R-7.5(A)	10	1) SE - FH; 2) SE - O	**1) Denied without Prejudice; 2) Denied without prejudice**	31
May 19, 2026	BOA-26-000018	9411 Redondo Drive	R-10(A)	9	1) SE -ADU	**Denied without Prejudice**	15
May 19, 2026	BOA-26-000023	10000 Inwood Road	R-1ac(A)	13	1) SE -FH ; 2) SE - FO; 3) SE - FO; 4) SE - VT	**1) Denied without Prej; 2) Denied without prej; 3) denied without prej; 4) denied without prej**	11
May 19, 2026	BOA-26-000024	7807 Morton Street	PD 67	6	1) V - LC	**Approved with conditions**	20
Panel B							
May 20, 2026	BOA-25-000107_FR2	12364 Halima Street	Fee reimbursement	10	Fee reimbursement	**Denied without Prejudice**	
May 20, 2026	BOA-25-000102	12324 Halima Street	MF-1(A)	10	1) SE - FH	**Denied without Prejudice**	23

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
May 20, 2026	BOA-25-000104	12305 Halima Street	MF-1(A)	10	1) SE - FH	**Approved with conditions**	28
May 20, 2026	BOA-25-000106	12304 Halima Street	MF-1(A)	10	1) SE - FH, 2) SE - FH, 3) SE- VT	**1_ Approved; 2) Denied without Prejudice; 3) Approved**	26
May 20, 2026	BOA-25-000107	12364 Halima Street	MF-1(A)	10	1) SE - FH	**Denied without Prejudice**	16
May 20, 2026	BOA-25-000110	12384 Halima Street	MF-1(A)	10	1) SE - FH	**Denied without Prejudice**	16
May 20, 2026	BOA-26-000008	12344 Halima Street	MF-1(A)	10	1) SE - FH	**Denied without Prejudice**	20
Panel C							
June 15, 2026	BOA-26-000030	6801 Webster Street	PD 67	13	1) V - FY	**Approved**	28
June 15, 2026	BOA-26-000031	6452 Walnut Hill Lane	R-7.5(A)	13	1) SE - FH; 2) SE - VT; 3) SE - FO; 4) SE - VT	**1) Denied w/o prej; 2) Denied w/o prej; 3) denied w/prej; 4) denied w/prej**	14
June 15, 2026	BOA-26-000037	8122 Arlene Lane	R-7.5(A)	8	1) V - SY	**Approved**	25
June 15, 2026	BOA-26-000038	5418 Melrose Avenue	R-7.5(A)	14	1) V - FY; 2) V - SY; 3) SY; 4) V-LC	**Held under advisement until 8/17/2026**	34
PANEL A							
June 16, 2026	BOA-25-000083_FW1	2615 Stephenson St	PD 595 (R-5(A))		Fee waiver	**Denied without prejudice**	
June 16, 2026	BOA-26-000028	14901 Norh Lake Road	PD 942	6	SE - FH	**Approved**	32
June 16, 2026	BOA-26-000034	5303 Bonita Avenue	R-7.5(A)	14	1) SE- FH; 2) SE - FO; 3) SE VT	**Held under advisement until 8/18/2026**	33
Panel B							
June 17, 2026	BOA-26-000046	1 Dorset place	R-1(A)	13	2 year fee waiver	**Approved**	
June 17, 2026	BOA-26-000025	1109 JB Jackson Jr Blvd	PD 595	7	V- FY	**Approved**	18
June 17, 2026	BOA-26-000035	7324 Wellcrest Dr	D (A)	11	SE - FH	**Approved**	38
July 13, 2026 Canceled Per Chairman (Panel C)				***July 13, 2026 Canceled Per Chairman (Panel C)***			

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
PANEL A							
July 14, 2026	BDA245-049_198646410-001	1201 Oak Lawn Avenue	PD 621	6	Parking Reassesment	**Denied without Prejudice**	11
July 14, 2026	BOA-26-000026	6632 Churchill Way	R-16(A)	11	1) SE - FH; 2) SE - O	**Held under advisement until 9/15/2026**	15
July 14, 2026	BOA-26-000029	4300 Roseland Avenue	PD 298	14	1) V - SY; 2) SE - FH; 3) SE - O	**1) Approved; 2) approved; 3) Approved**	35
July 14, 2026	BOA-26-000042	4047 Dalgreen Drive	R-1ac(A)	9	1) SE - FH; 2) SE - FO	**1) Approved; 2) approved**	15
July 14, 2026	BOA-26-000045	9743 Lanward Circle	R-7.5(A)	10	1) SE - ADU; 2) SE - FAR	**1) Approved; 2) Approved**	34
PANEL B							
July 15, 2026	BOA-25-000100_EXT1	11211 Strait Lane	R-1/2ac(A)		180 day extension	**Approved**	
July 15, 2026	BOA-26-000050_FW1	1015 N. Bishop Avenue	PD 830		Fee waiver	**Denied without Prejudice**	
July 15, 2026	BOA-26-000033	1510 Marfa Avenue	R-7.5(A)	4	1) V - SY	**Approved**	28
July 15, 2026	BOA-26-000036	1420 Canada Drive	CR	6	1) V - FY; 2) V- SY; 3) SE - VT; 4) SE- VT; 5) V - P	**1) Approved; 2) approved; 3) Approved; 4) Approved; 5) Denied w/o prej**	9
July 15, 2026	BOA-26-000043	4428 Park lane	R-10(A)	13	SE - FH	**Approved**	14
PANEL C							
August 17, 2026	BOA-26-000038	5418 Melrose Avenue	R-7.5(A)	14	1) V - FY; 2) V - SY; 3) V - SY; 4) V-LC	**1) Approved; 2) Denied w/o prej; 3) Denied w/o prej; 4) Denied w/o prej**	34
August 17, 2026	BOA-26-000048	5443 Ridgedale Avenue	CD 9	14	AO Appeal	**1) Denied**	25
August 17, 2026	BOA-26-000049	5014 Abrams Road	R-7.5(A)	9	V- FAR	**1) Granted**	20
August 17, 2026	BOA-26-000052	5005 Denton Drive	PD 193	2	V - FY	**1) Granted**	20

BDA CASE LOG (10/2025 to 09/2026)	Case Nos.	Address	Zoning	Council District	Case Type	Board Action	Reg Notices Sent
August 17, 2026	BOA-26-000055	2144/2146 Custer Drive	R-7.5(A)	4	V - FY	1) Granted	26
August 17, 2026	BOA-26-000059	3741 Seguin Drive	R-7.5(A)	13	1) SE - FH; 2) SE - VT	1) Granted; 2) Granted	24
PANEL A							
August 18, 2026	BOA-25-000083_FW2	2615 Stephenson St	PD 595 (R-5(A))		Fee waiver	Denied w/o prej	
August 18, 2026	BOA-26-000034	5303 Bonita Avenue	R-7.5(A)	14	1) SE- FH; 2) SE - FO; 3) SE VT	1) Granted; 2) Granted; 3) Granted	33
August 18, 2026	BOA-26-000053	2919 Maple Springs Blvd	PD 193	2	V- FY	1) Denied w/o prej	119
August 18, 2026	BOA-26-000056	1204 Reverend Street	PD 571	4	V - FY	1) Denied w/o prej	15
August 19, 2026 Canceled Per Chairman (Panel B)							
PANEL C							
September 14, 2026	BOA-26-000065_FW1	1227 St. Patricio Dr	R-7.5(A)	9	Fee waiver	Granted	
September 14, 2026	BOA-26-000060	2711 Elm St	PD 269	2	1) AO Appeal	Denied	15
September 14, 2026	BOA-26-000061	7141 Santa Monica Dr	CD 6	14	1) V - FY	Granted	15
PANEL A							
September 15, 2026	BOA-26-000026	6632 Churchill Way	R-16(A)	11	1) SE - FH; 2) SE - O 3) SE - VT	1) Denied, 2) Denied, 3) denied	15
September 15, 2026	BOA-26-000040	4701 Miron Drive	R-1ac(A)	13	1) SE - FH	Hold over until November 17, 2026	17
September 15, 2026	BOA-26-000054	10660 Strait Lane	R-1ac(A)	13	1) SE - FH; 2) SE - O	1) Granted, 2) Granted	13
September 15, 2026	BOA-26-000057	1937 Irving Blvd	PD 621	6	1) V - P	1) Granted w/ conditions	13
September 15, 2026	BOA-26-000058	410 Hilburn Dr	IM	5	1) V - P; 2) SE - VT; 3) SE - FM	1) Granted, 2) Denied, 3) Granted	15
September 16, 2026 Canceled Per Chairman (Panel B)							

BOARD OF ADJUSTMENT

2026-2027

GOALS & OBJECTIVES

City of Dallas
Board of Adjustment
November 3, 2026

PROPOSED 2026 - 2027 Goals & Objectives

1. Ensure Fairness for every property owner appeal to the Board of Adjustment (BOA) through a Transparent application process that culminates in Timely public hearings where Accurate information is reasonably & consistently applied to the Board's preexisting legal standards.

2. Members and Alternate Members acknowledge the importance of fully (5 of 5) attending Panel Hearings, in person as a priority, to ensure fairness and equality to the applicant and public. Commit to this effective 100% attendence by Members and/or Alternate Members' calendarizing/prioritizing monthly meetings and communicating potential absence well in advance of meeting dates to optimize Alternate Member coverage.

3. Staff to work with the Board to provide a public hearing for property owner appeals to BOA within 53 days on average from the taxpayer application. Identify a verifiable, predefined, consistent measurement of days from application to decision Hearing (State law requires a hearing within 60 days for an Administrative Official appeal and 30 days for Plats).

4. Process Improvement: Review the appeals process for opportunities to streamline and remove unnecessary forms and steps. Simplify the 10-day notice to surrounding property owners to make it more understandable (add a QR code). Assist the applicant as much as reasonably while acknowledging that the ultimate burden of proof remains on the applicant. In-person and phone availability to applicants, property owners, and the public is important, with prompt follow-ups to messages and emails. Encourage regular surveys of applicants and the public to obtain their feedback on the BOA appeal process.

5. Staff's comprehensive and technical analysis for appeal hearings to utilize only current maps and information with enhanced photos and property comparisons, including professional narratives to include the uniqueness of the surrounding properties within 200 feet of the appeal location. Utilize color variations on analysis for the briefing and public hearing to compare an applicant's "Land Use by Right" versus " Land Use Requested".
   Ensure the Board has a clear and most recent version of the submitted site plan to include: lot coverage, measurements, square footage, visibility triangles, and elevations. Obtain more quantitative and objective traffic data to help determine potential traffic hazards, congestion, and impact for parking special exceptions and variances.

6. Website enhancements to ensure weekly updates to meetings and the "pending cases" section. Consider other ways to leverage the website and AI for applicant and public transparency.

7. Regular training for Board Members on recurring BOA topics, Rules, conflicts of interest, criteria for decision making, and onboarding of new appointees. Roll out and update the online BOA training module for new, existing Members, and Alternate Members.

BOARD OF ADJUSTMENT

RECOMMENDATIONS TO THE CITY COUNCIL

City of Dallas
Board of Adjustment
PROPOSED Recommendations to City Council
November 3, 2026

1. Request City Council's support of the Board of Adjustment's mission to adjudicate land use decisions in a quasi-judicial format by exercising Timeliness, Accuracy, Transparency, and Fairness for all phases and parties of an appeal to the Board of Adjustment by a taxpayer/property owner.

2. Request City Council appoint citizen Members and Alternate Members to fill vacancies, currently and whenever they occur on the Board, to ensure all 5 of 5 members participate in Hearing Panels to make land use decisions.

3. Request City Council continued interest and oversight on Planning & Development, its permitting process, and personnel to reduce permitting errors which have led to undue financial cost, delay, and unfairness to all involved: Taxpayers, homeowners, developers and neighborhoods.

Panel C
Panel A
Panel B

Board of Adjustment 2027 Calendar

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	*18*	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - New Year's Day
18 - Martin Luther King Jr.

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	*15*	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 - President's Day

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 - St. Patrick's Day

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 - Tax Day

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	*31*					

31 - Memorial Day

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	*18*	19
20	21	22	23	24	25	26
27	28	29	30			

18 - Juneteenth

JULY

S	M	T	W	T	F	S
				1	2	3
4	*5*	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4 - Independence Day
5 - City Holiday

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 - Labor Day

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	*11*	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 - Columbus Day
Full Board Meeting

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	*11*	12	13
14	15	16	17	18	19	20
21	22	23	24	*25	26*	27
28	29	30				

11 - Veteran's Day
25& 26 - Thanksgiving Day

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	*24	25
26	27	28	29	30	*31	1

24 - Christmas Day Eve
31 - New Year's Eve