

FILE NUMBER: BOA-25-000105(BT)

BUILDING OFFICIAL'S REPORT: Application of Kiara Marie Medina for **(1)** a special exception to the single-family use regulations at **802 W GREENBRIAR LANE**. This property is more fully described as Block 2/5924, Lot 4, and is zoned CD-13 (Subarea 3), which limits the number of dwelling units to one. The applicant proposes to construct and/or maintain an accessory dwelling unit (for rent), which will require **(1)** a special exception to the single-family zoning use regulations.

LOCATION: 802 W Greenbriar Lane

APPLICANT: Kiara Marie Medina

REQUEST:

(1) A special exception to the single-family use regulations.

STANDARD FOR A SPECIAL EXCEPTION TO THE SINGLE-FAMILY USE REGULATIONS TO AUTHORIZE AN ACCESSORY DWELLING UNIT:

Section 51A-4.209(b)(6)(E)(iii) of the Dallas Development Code specifies that the board may grant a special exception to authorize a rentable accessory dwelling unit in any district when, in the opinion of the board, the accessory dwelling unit will not adversely affect neighboring properties. If a minimum of one additional off-street parking space is not provided, the board shall determine if that will create a traffic hazard. The board may require an additional off-street parking space be provided as a condition of granting this special exception. In granting a special exception under this subparagraph, the board shall require the applicant to:

1. Deed restrict the subject property to require owner-occupancy on the premises;
and
2. Annually register the rental property with the city's single family non-owner occupied rental program.

STAFF RECOMMENDATION:

Special Exceptions (1):

No staff recommendation is made on this request for a special exception to authorize an accessory dwelling unit since the basis for this type of appeal is when in the opinion of the board, the accessory dwelling unit will not adversely affect neighboring properties.

BACKGROUND INFORMATION:

Zoning:

Site: CD-13 (Subarea 3)
North: CD-13 (Subarea 3)
East: R-7.5(A)
South: CD-13 (Subarea 3)

West: CD-13 (Subarea 3)

Land Use:

The subject site and surrounding properties to the north, south, and west are developed with single-family uses allowed in CD-13 (Subarea 3). Surrounding properties to the east are developed with single-family uses allowed in R-7.5(A).

BDA History:

No BDA history has been found within the last five years.

GENERAL FACTS/STAFF ANALYSIS:

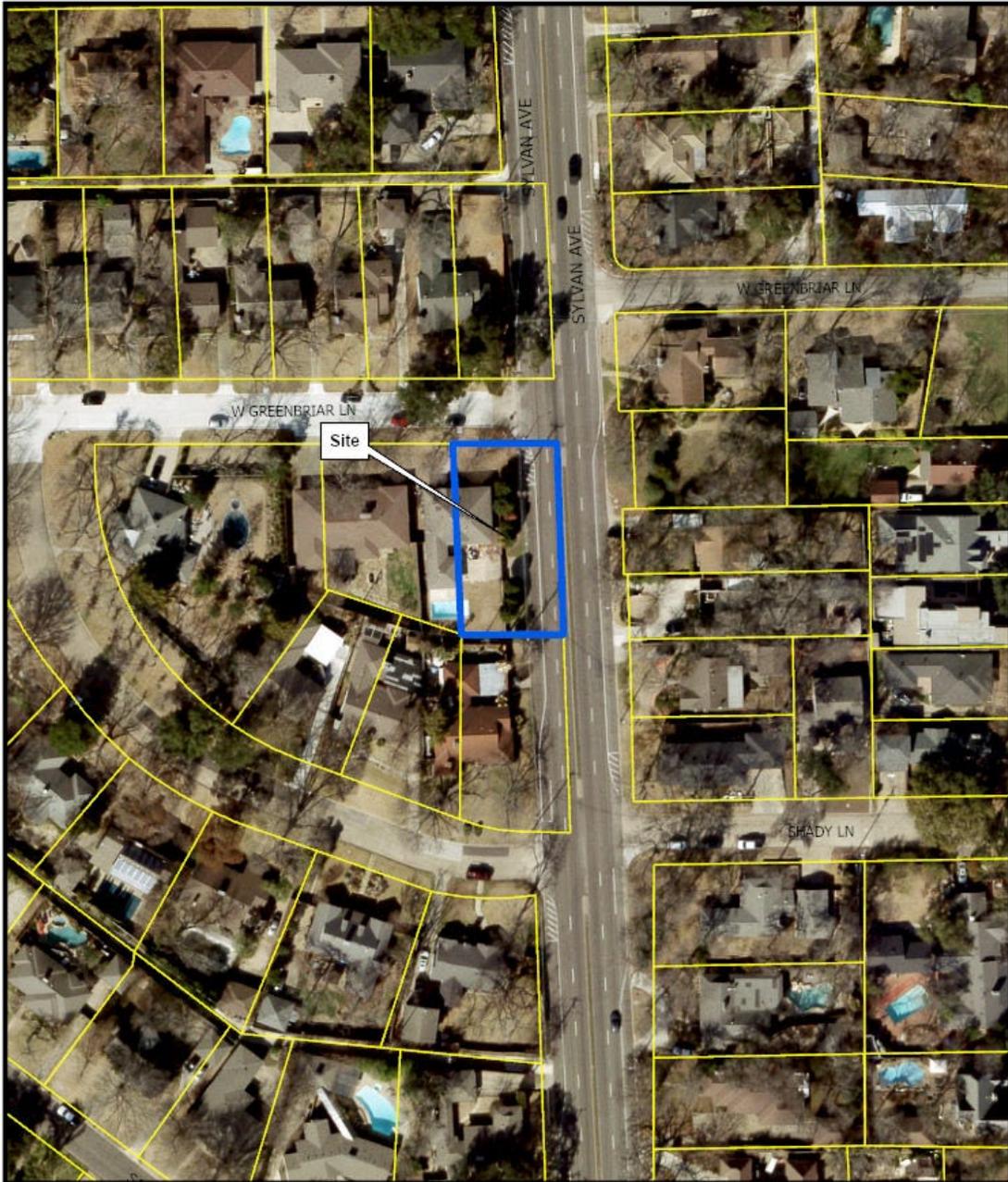
- The application of Kiara Marie Medina, for the property located at 802 W Greenbriar Lane, focuses on one request relating to single-family use regulations.
- The first request is for a special exception to the single-family use regulations. The applicant is proposing to construct and maintain an accessory dwelling unit (for rent), which will require a special exception to the single-family zoning use regulations.
- Staff referral provided.
- The Dallas Development Code states that only one dwelling unit may be located on a lot and that the Board of Adjustment may grant a special exception to this provision and authorize an accessory dwelling unit on a lot when, in the opinion of the board, the special exception will not adversely affect neighboring properties.
- The applicant has the burden of proof in establishing that the special exception to the single-family use regulations will not adversely affect the neighboring properties.
- Granting the special exception to the single-family use regulation with a condition that the applicant complies with the submitted site plan and elevations, would require the proposal to be constructed as shown on the submitted documents.
- Granting the special exception to the single-family use regulations would also require the applicant to deed restrict the subject property to require owner-occupancy on the premises; and annually register the rental property with the city's single family non-owner occupied rental program.
- 200' Radius Video: [BOA-25-000105 at 802 W Greenbriar Ln](#)

Timeline:

- January 3, 2026: The applicant submitted an "Application/Appeal to the Board of Adjustment" and related documents which have been included as part of this case report.
- January 8, 2026: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel **A**.
- January 23, 2026: The Planning and Development Senior Planner emailed the applicant the following information:

- an attachment that provided the public hearing date and panel that will consider the application; the **January 23, 2026**, deadline to submit additional evidence for staff to factor into their analysis; and **February 6, 2026**, deadline to submit additional evidence to be incorporated into the board's docket materials.
- the criteria/standard that the board will use in their decision to approve or deny the request; and
- the Board of Adjustment Working Rules of Procedure pertaining to documentary evidence.

February 4, 2026: The Board of Adjustment staff review team meeting was held regarding this request and other requests scheduled for the **February** public hearings. Review team members in attendance included: The Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planner, Project Coordinator, Board Secretary, Conservation District Chief Planner, Chief Arborists, Zoning Senior Planner, and Transportation Engineer.

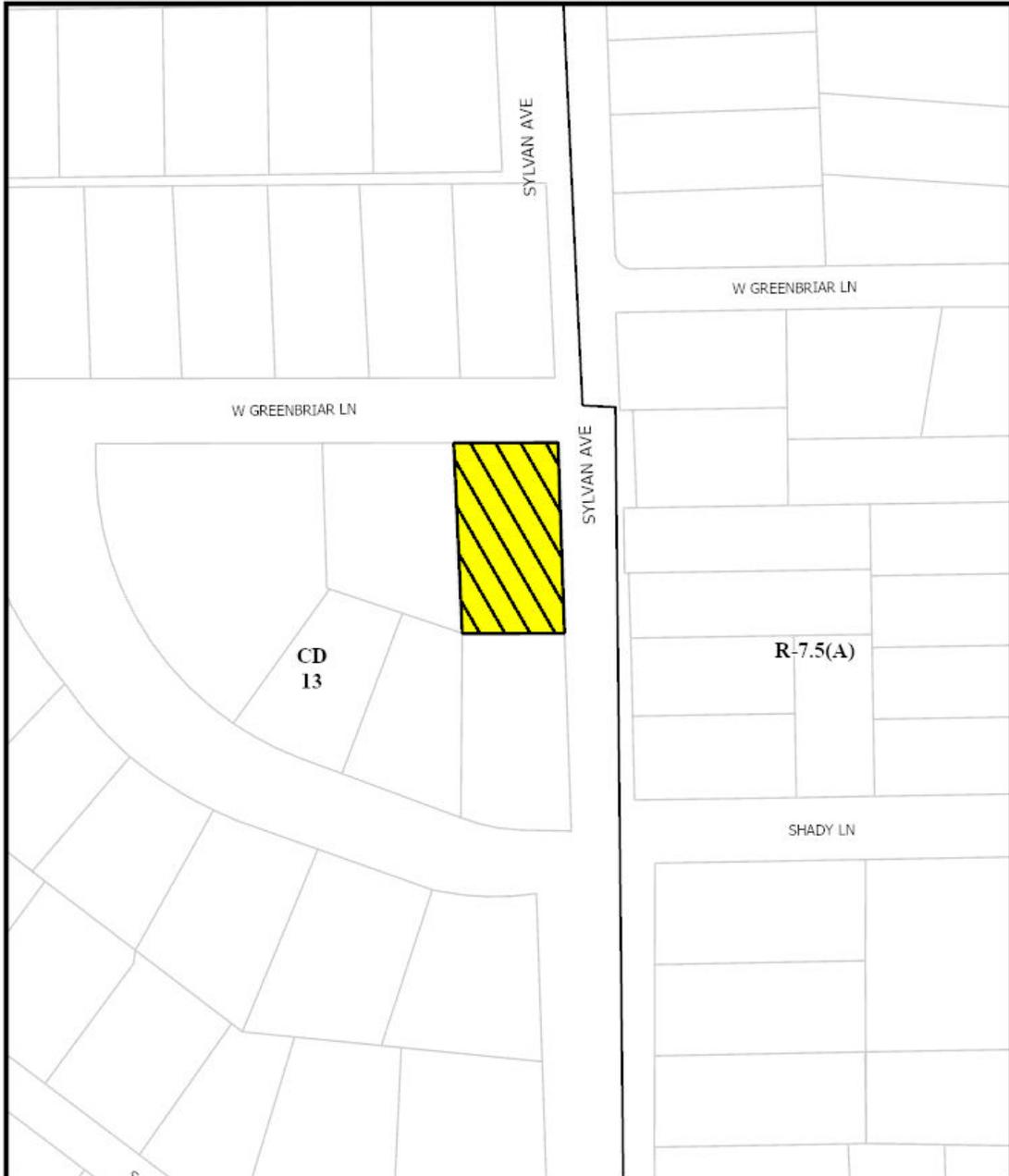


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AERIAL MAP

Case no: BOA-25-000105

Date: 12/31/2025



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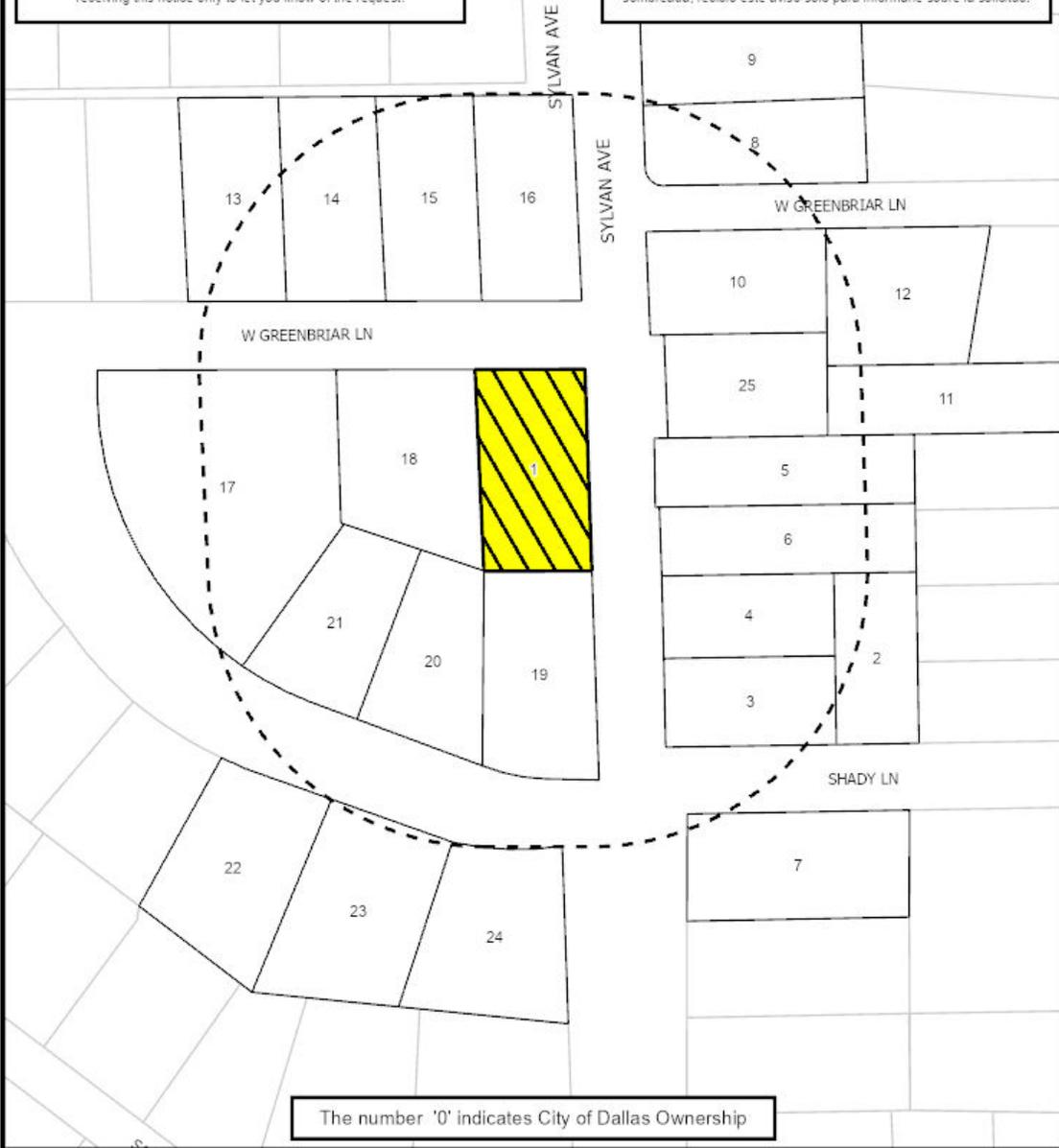
ZONING MAP

Case no: BOA-25-000105

Date: 12/31/2025

The area of request is hatched . Notification is sent to all property owners within the notification buffer area (shown by the dashed circle). Your property is not being rezoned if you are outside of the hatched area. If your property is not within the hatched area, you are receiving this notice only to let you know of the request.

El área de solicitud está sombreada . La notificación se envía a todos los propietarios dentro del área de notificación (que se muestra con un círculo discontinuo). Su propiedad no será re zonificada si está fuera del área sombreada. Si su propiedad no está dentro del área sombreada, recibió este aviso solo para informarle sobre la solicitud.



The number '0' indicates City of Dallas Ownership



1:1,200

NOTIFICATION

- 200' AREA OF NOTIFICATION
- 25 NUMBER OF PROPERTY OWNERS NOTIFIED

Case no: **BOA-25-000105**
 Date: **12/31/2025**

Notification List of Property Owners

BOA-25-000105

25 Property Owners Notified

<i>Label #</i>	<i>Address</i>	<i>Owner</i>
1	802 W GREENBRIAR LN	Taxpayer at
2	743 SHADY LN	STRANGE WILLIAM BRYAN III
3	1424 SYLVAN AVE	WILLIAMS MATTHEW &
4	1428 SYLVAN AVE	MILLINGTON MARTIN &
5	1436 SYLVAN AVE	CHAPPELL MARCUS & JUDY ANN
6	1432 SYLVAN AVE	NOEL EMANUEL B
7	780 SHADY LN	SUN NORMAN &
8	1502 SYLVAN AVE	MEZA RENE & SANDRA
9	1506 <u>SYLVAN AVE</u>	AGARWAL HARSH
10	1444 SYLVAN AVE	WILKINS NANCY J
11	1421 EASTUS DR	SPANN DAVID C & SUZANNE
12	742 W GREENBRIAR LN	SIKES STEVEN P &
13	821 W GREENBRIAR LN	HELGASON KOLBRUN GST TRUST
14	815 W GREENBRIAR LN	CONNATSER REBECCA A
15	811 W GREENBRIAR LN	PIERCE CYNTHIA G
16	805 W GREENBRIAR LN	SHANK JUDITH L
17	831 SHADY LN	MORRIS ANDREW TAYLOR
18	810 W GREENBRIAR LN	WESTERMAN ALLEN R & COURTNEY B
19	805 SHADY LN	GERSCH DON CHARLES
20	811 SHADY LN	MUENNINK FAMILY ESTATE TRUST B
21	819 SHADY LN	BETHKE JUDY D
22	818 SHADY LN	ROSE JASON J
23	810 SHADY LN	GELINSKE FAMILY TRUST
24	804 SHADY LN	TYLER PAUL JORDAN & KAREN
25	1444 SYLVAN AVE	WILKINS DAVID M



1:1,200

NOTIFICATION

200'

AREA OF NOTIFICATION

25

NUMBER OF PROPERTY OWNERS NOTIFIED

Case no: BOA-25-000105

Date: 12/31/2025



Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203
(214) 948-4480

BOARD OF ADJUSTMENT REFERRAL FORM	
Referred by: Michael Flowers	Date: 08/07/2025
Department: Planning and Development, Conservation Districts	
Phone/Email: 214-671-6725, michael.flowers@dallas.gov	
Manager signature:	
Consulted with:	
<input checked="" type="checkbox"/> Applicant	
<input type="checkbox"/> Representative	
<input checked="" type="checkbox"/> Owner	
Name: Kiara Medina	
Phone/Email: 917-582-3347/ kiaramedina@gmail.com	
Property Information	
Address: 802 W Greenbriar Ln Dallas, TX 75208	
Lot: 4	
City Block: 2/5924	
Zoning Classification: GD-13 Subarea 3	
Issues that require Board action Special exception for ADU 51A-4.209(b)(6)(E)(i)	
List the City of Dallas Development Code(s) this project is non-compliant with: Ord. 25984 (4)(w)(1) ; 51A-4.112(f)(l)	
Check all that apply: <input type="checkbox"/> Variance <input checked="" type="checkbox"/> Special Exception	
<input type="checkbox"/> Yard setback	
<input type="checkbox"/> Lot Width	
<input type="checkbox"/> Lot Depth	
<input type="checkbox"/> Lot coverage	
<input type="checkbox"/> Floor area for accessory structures for single-family uses	
<input type="checkbox"/> Height	
<input type="checkbox"/> Minimum width of sidewalk	
<input type="checkbox"/> Off-street parking	
<input type="checkbox"/> Off-street loading	
<input type="checkbox"/> Landscape regulations	
<input type="checkbox"/> fence height and/or standards	
<input type="checkbox"/> Visibility triangle obstructions	
<input type="checkbox"/> Parking demand	
<input checked="" type="checkbox"/> Additional dwelling unit (not for rent) <input type="checkbox"/> Accessory dwelling unit (for rent)	
<input type="checkbox"/> Carport	
<input type="checkbox"/> Non-conforming use or structure	
<input type="checkbox"/> Administrative Official Appeal	
<input type="checkbox"/> Other:	
Description: Ord. 25984 and City Code 51A-4.112(f) allow only for single family and handicap group dwelling, do not allow for Additional Dwelling Units without special exception.	
Alternative resolutions discussed/offered:	
Discussed revising plans over e-mail/comments but applicant/owner would like an additional dwelling unit.	

Route Directions:

Start on Shady Ln.

Left on Eastus Dr.

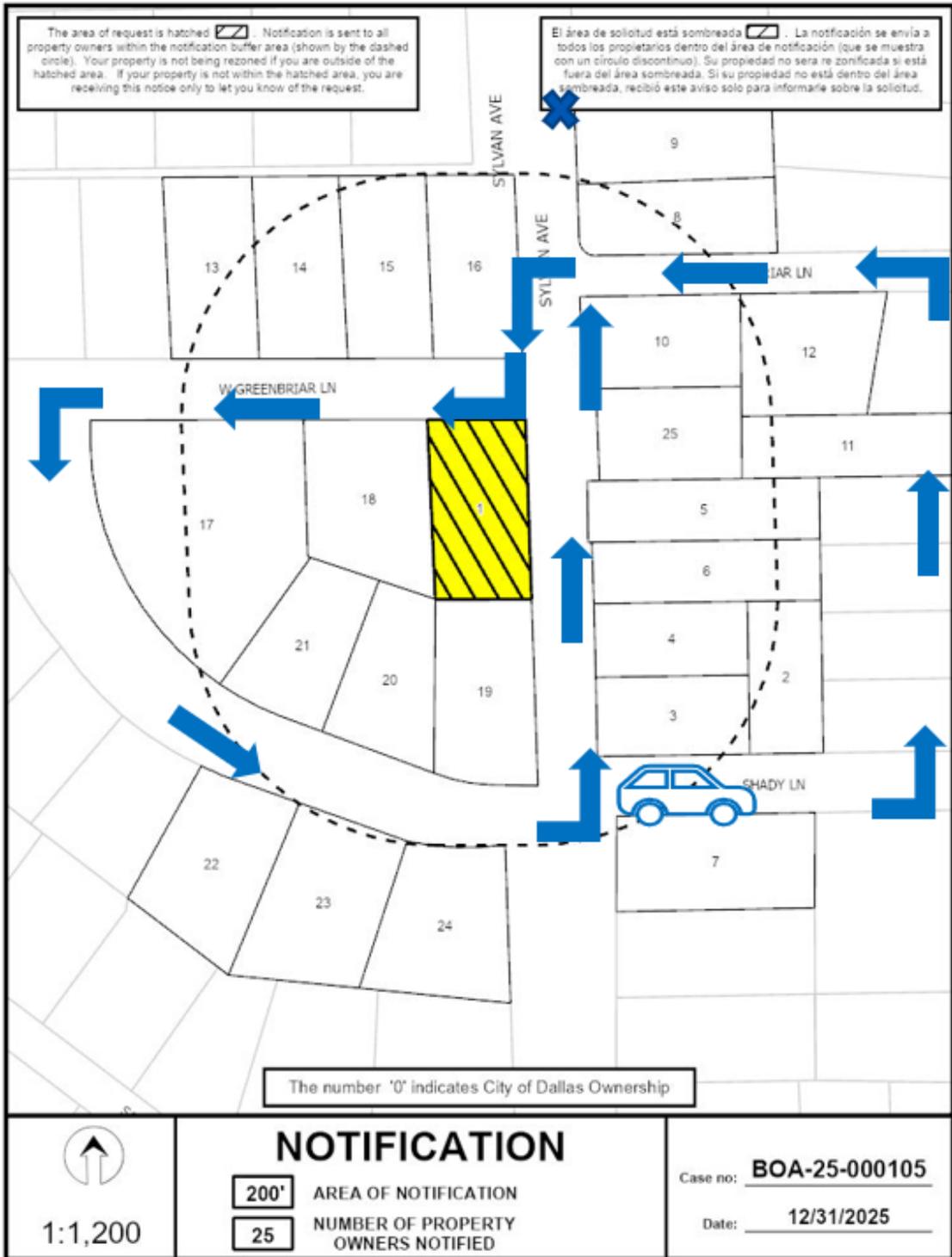
Left on W Greenbriar Ln.

Left on Shady Ln.

Left on Sylvan Ave.

***Subject Site at 1:28, and 2:31**

200' Radius Route Map



NOTICE OF PUBLIC HEARING

BOARD OF ADJUSTMENT OF THE CITY OF DALLAS (PANEL A)

NOTICE IS HEREBY GIVEN that the **BOARD OF ADJUSTMENT OF THE CITY OF DALLAS (PANEL A)** will hold a hearing as follows.

DATE: **TUESDAY, FEBRUARY 17, 2026**

BRIEFING: **10:30 a.m. via Videoconference and in 6ES COUNCIL BRIEFING** at Dallas City Hall, 1500 Marilla Street <https://bit.ly/boa0217>

HEARING: **1:00 p.m. Videoconference and in 6ES COUNCIL BRIEFING** at Dallas City Hall, 1500 Marilla Street <https://bit.ly/boa0217>

The purpose of the hearing is to consider the following appeal(s) now pending before the Board of Adjustment:

BOA-25-000105(BT) Application of Kiara Marie Medina for **(1)** a special exception to the single-family use regulations at **802 W GREENBRIAR LANE**. This property is more fully described as Block 2/5924, Lot 4, and is zoned CD-13 (Subarea 3), which limits the number of dwelling units to one. The applicant proposes to construct and/or maintain an accessory dwelling unit (for rent), which will require **(1)** a special exception to the single-family zoning use regulations.

You have received this notice because you own property within 200 feet of the above property. You may be interested in attending the Board of Adjustment hearing to express your support for or opposition to the application. You may also contact the Board of Adjustment by email to BDAreply@dallas.gov. Letters will be accepted until 9:00 am the day of the hearing. If you are unable to attend the hearing. If you choose to respond, it is important that you let the Board know your reasons for being in favor of or in opposition to the application. The Board members are very interested in your opinion.

Note: Any materials (such as plans, elevations, etc.) included within this notice may be subject to change.

The Board of Adjustment hearing will be held by videoconference and at **6ES Council Briefing**. 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://bit.ly/BDA-A-Register> **by the 5 p.m. on Monday, February 16, 2026. All virtual speakers will be required to show their video in order to address the board. In Person speakers can register at the hearing.** 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.

Speakers at the meeting are allowed a maximum of five (5) minutes to address the Board.

Additional information regarding the application may be obtained by calling Bryant Thompson, Senior Planner (214) 948-4502, or Mary Williams, Board Secretary at (214) 670-4127. Si desea información en español, favor de llamar al teléfono a Mary Williams al (214) 670-4127.

Board of Adjustment
Planning and Development Department
1500 Marilla Street 5CN, Dallas TX 75201

PLEASE SEND REPLIES TO:
BDAreply@dallas.gov
Letters will be received until 9:00 am
the day of the hearing.
PLEASE REGISTER AT:
<https://bit.ly/BDA-A-Register>