

FILE NUMBER: BOA-25-000095

BUILDING OFFICIAL'S REPORT: Application of John Craig for **(1)** a special exception to the single-family use regulations at **5012 BROOKVIEW DRIVE**. This property is more fully described as Block 12/5585, Part of Lots 8 & 9, and is zoned R-1ac(A), which limits the number of dwelling units to one on a lot. The applicant proposes to construct and/or maintain an additional dwelling unit (not for rent), which will require **(1)** a special exception to the single-family use regulations.

LOCATION: 5012 Brookview Drive

APPLICANT: John Craig

REQUEST:

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

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

Section 51A-4.209(b)(6)(E)(i) of the Dallas Development Code specifies that the board may grant a special exception to the single-family use regulations of the Dallas Development Code to authorize an additional dwelling unit on a lot when, in the opinion of the board, the additional dwelling unit **will not**:

- 1) **be used as rental accommodations;** or
- 2) **adversely affect neighboring properties.**

Section 51A-4.209(b)(6)(E)(ii) states that in granting this type of special exception, the board shall require the applicant to deed restrict the subject property to prevent the use of the additional dwelling unit as rental accommodations.

STAFF RECOMMENDATION:

Special Exceptions (1):

No staff recommendation is made on this request for a special exception to authorize an additional dwelling unit since the basis for this type of appeal is when in the opinion of the board, the additional dwelling unit will not: 1) be used as rental accommodations; or 2) adversely affect neighboring properties.

BACKGROUND INFORMATION:

Zoning:

Site: R-1/2ac(A)

North: R-1/2ac(A)

East: R-1/2ac(A)

South: R-1/2ac(A)
West: R-1/2ac(A)

Land Use:

The subject site is developed as a residential lot, and is surrounded by residential land uses to the north, east, south and west.

BDA History:

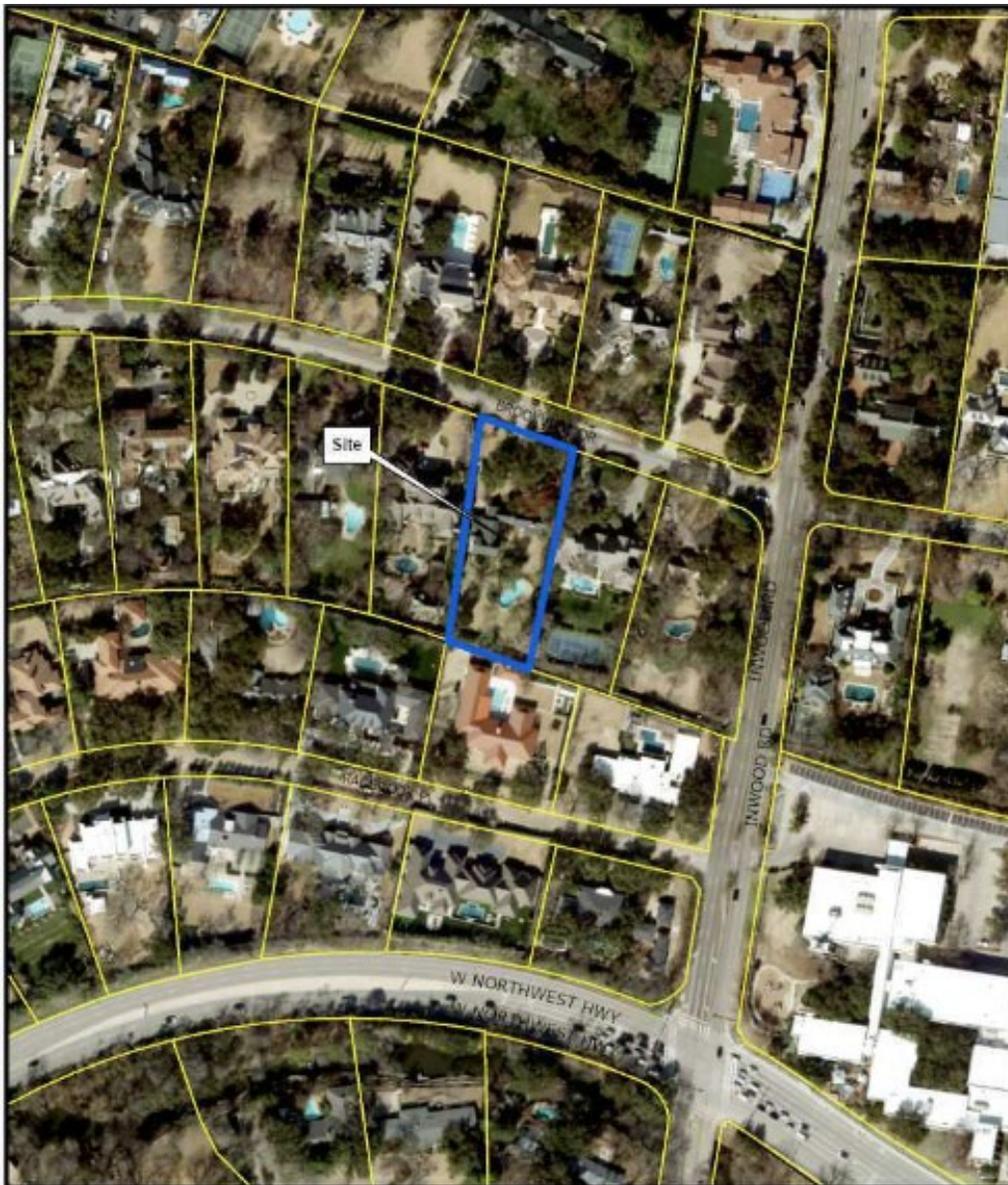
No BDA history has been found within the last 5 years

GENERAL FACTS/STAFF ANALYSIS:

- The application of John Craig at the property located at 5012 Brookview Drive focuses on one request to the single-family use regulations.
- The applicant is proposing to construct and maintain an additional dwelling unit (not for rent), which will require a special exception to the single-family zoning use regulations.
- Per the application materials, the property owners at 5012 Brookview Drive are in the process of building a new single-family residence for themselves but are proposing a detached living quarter (ADU) for their mother.
- The applicant states that the property will never be used as a rental property or for any income generating purpose.
- It is imperative to note that the property is currently under construction; the ADU has not yet been constructed.
- 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 additional dwelling unit on a lot when, in the opinion of the board, the special exception will not: **(1) be use as rental accommodations; or (2) 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 and will not be used as rental accommodations.
- 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 prevent the use of the additional dwelling use as rental accommodations.
- 200' Radius Video: [BOA-25-000095 at 5012 Brookview](#)

Timeline:

- December 08, 2025: 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 **B**.
- 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.

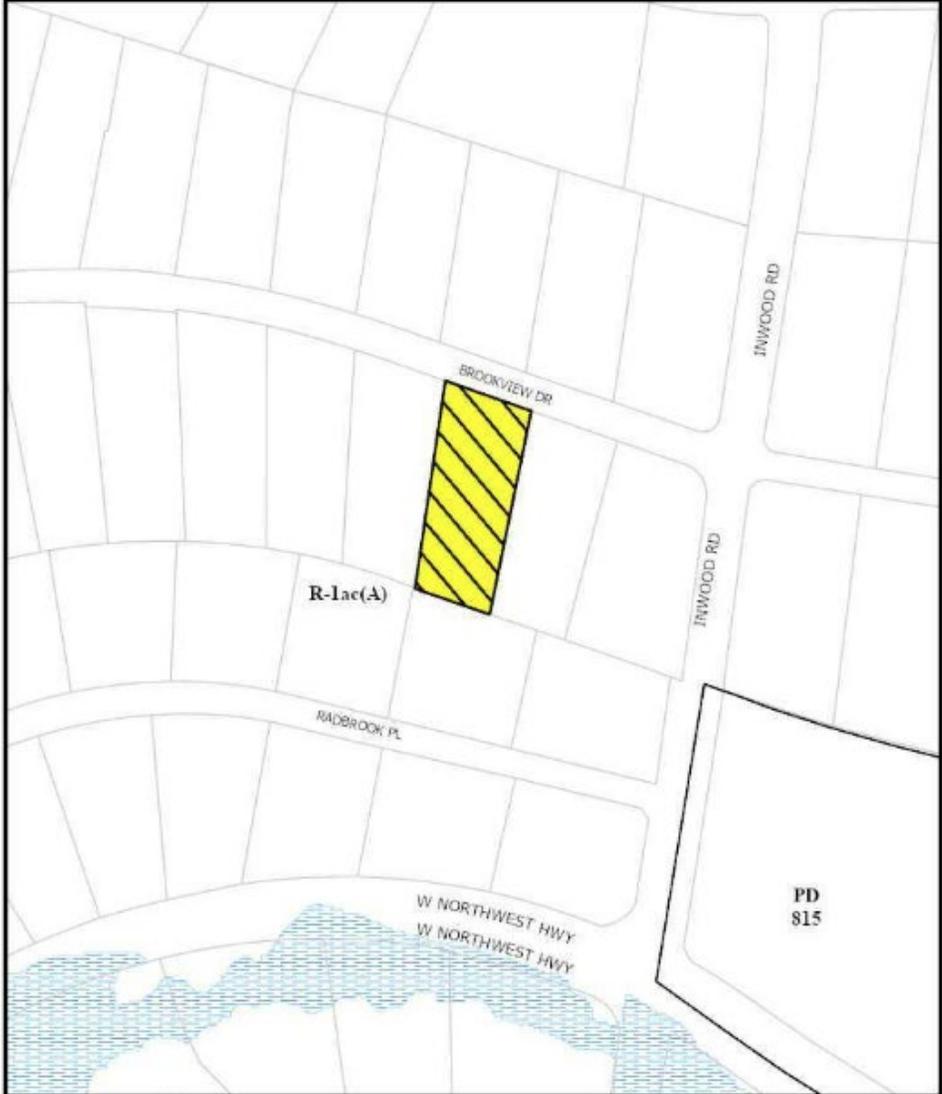


1:2,400

AERIAL MAP

Case no: **BOA-25-000095**

Date: **01/29/2026**



1:2,400

ZONING MAP

Case no: **BOA-25-000095**

Date: **01/29/2026**

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.



 1:2,400	NOTIFICATION	Case no: BOA-25-000095
	200' AREA OF NOTIFICATION 14 NUMBER OF PROPERTY OWNERS NOTIFIED	Date: <u>1/29/2026</u>

01/08/2026

Notification List of Property Owners

BOA-25-000095

14 Property Owners Notified

<i>Label #</i>	<i>Address</i>	<i>Owner</i>
1	5026 BROOKVIEW DR	WILLIAMS FAMILY REVOCABLE
2	5012 BROOKVIEW DR	CREASON MATTHEW F &
3	4939 BROOKVIEW DR	4939 BROOKVIEW TRUST
4	4947 BROOKVIEW DR	TJD FAMILY TRUST
5	5015 BROOKVIEW DR	CLAY DAVID GARY & KIMBERLY WILLS
6	5033 BROOKVIEW DR	SULAKHE DEEPAK P & PREETHI D
7	5038 BROOKVIEW DR	NETTUNE GREGORY R
8	4930 BROOKVIEW DR	MARSHALL DOROTHY M LIVING TRUST
9	4938 BROOKVIEW DR	HURLEY MARK P
10	5047 RADBROOK PL	OTOOLE THOMAS F
11	5109 RADBROOK PL	JNAI TRUST
12	5119 RADBROOK PL	NAYEB NASER
13	5129 RADBROOK PL	ELLIEJETT TRUST
14	4923 BROOKVIEW DR	MERRYMAN BRYAN & DEBORAH

200' Radius Route Map



NOTICE OF PUBLIC HEARING

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

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

DATE: WEDNESDAY, FEBRUARY 18, 2026

BRIEFING: 10:30 a.m. via Videoconference and in 6ES COUNCIL BRIEFING, Dallas City Hall, 1500 Marilla Street <https://bit.ly/boa21826>

HEARING: 1:00 p.m. via Videoconference and in 6ES COUNCIL BRIEFING, Dallas City Hall, 1500 Marilla Street <https://bit.ly/boa21826>

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

BOA-25-000095(KMH) Application of John Craig for (1) a special exception to the single-family use regulations at **5012 BROOKVIEW DRIVE**. This property is more fully described as Block 12/5585, Part of Lots 8 & 9, and is zoned R-1ac(A), which limits the number of dwelling units to one on a lot. The applicant proposes to construct and/or maintain an additional dwelling unit (not for rent), which will require (1) a special exception to the single-family 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 in 6ES 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://bit.ly/BDA-B-Register> by the close of business Tuesday, February 17, 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](https://www.youtube.com/CityofDallasCityHall)

Speakers at the meeting are allowed a maximum of three minutes to address the Board.

Additional information regarding the application may be obtained by calling Dr. Kameka Miller-Hoskins, Chief Planner at (214) 948-4478, 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 & 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-B-Register>