

**FILE NUMBER:** BOA-25-000107(CC)

**BUILDING OFFICIAL'S REPORT:** Application of Michael Burtzlaff for **(1)** a special exception to the fence height regulations at **12364 HALIMA STREET**. This property is more fully described as Block D/8418, Lot 1B, and is zoned MF-1(A), which limits the height of a fence in the front-yard to 4-feet. The applicant proposes to construct and/or maintain an 8-foot-high fence in a required front yard along Ferris Creek Lane, which will require **(1)** a 4-foot special exception to the fence height regulations.

**LOCATION:** 12364 Halima Street

**APPLICANT:** Michael Burtzlaff

**REQUEST:**

(1) A request for a special exception to the fence height regulations.

**STANDARDS OF REVIEW FOR A SPECIAL EXCEPTION TO FENCE HEIGHT REGULATIONS:**

Section 51A-4.602(a)(11) of the Dallas Development Code states that the board may grant a special exception to the fence regulations when, in the opinion of the board, **the special exception will not adversely affect neighboring property.**

**STAFF RECOMMENDATION:**

No staff recommendation is made on this request.

**BACKGROUND INFORMATION:**

**Zoning:**

Site: MF-1(A)  
North: MF-1(A)  
East: MF-1(A)  
South: MF-1(A)  
West: MF-1(A)

**Land Use:**

The subject site is developed with a multi-family residential with surrounding properties sharing the same type of development.

**BDA History:**

- The applicant requested a fee waiver for fees associated with this request; and BOA Panel B denied the request February 18, 2026.

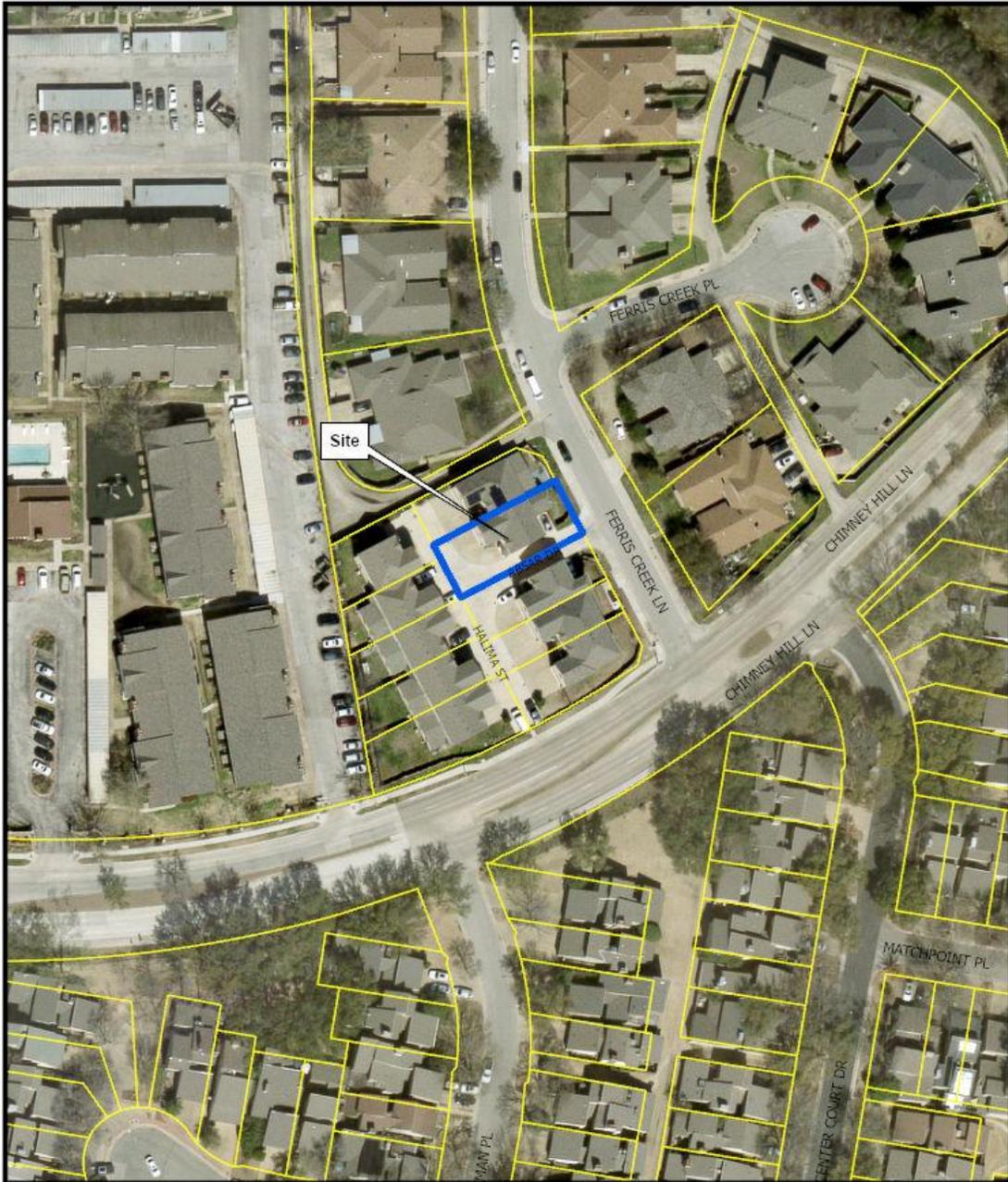
## GENERAL FACTS/STAFF ANALYSIS:

- The application of Michael Burtzloff for the property located at 12364 Halima Street focuses on one request relating to the fence height regulations.
- The applicant is proposing to demolish and remove the existing brick walls that are 6 feet in height and construct and maintain a board-on-board privacy fence totaling 8 feet in height. The proposed fence will be constructed of cedar wood pickets and pressure-treated pine wood rails attached to metal posts, to be completed with finish trim and stained on all sides. This request will require a 4-foot special exception to the fence height regulations.
- Per staff's review of the subject site, sections of the existing brick fence are damaged and in need of repair.
- The applicant has the burden of proof in establishing the special exception to the fence height regulations will not adversely affect neighboring properties.
- Granting the special exception to the fence height regulations, with the condition that the applicant complies with the with the submitted site plan and elevations, would require the proposal to be constructed as shown on the submitted documents
- 200' Radius Video: [BOA Halima Properties](#)

## Timeline:

- December 3, 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.
- February 5, 2026: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel **B**.
- February 20, 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 **February 24, 2026**, deadline to submit additional evidence for staff to factor into their analysis; and **March 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 24, 2026: The Board of Adjustment staff review team meeting was held regarding this request and other requests scheduled for the **March** 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.

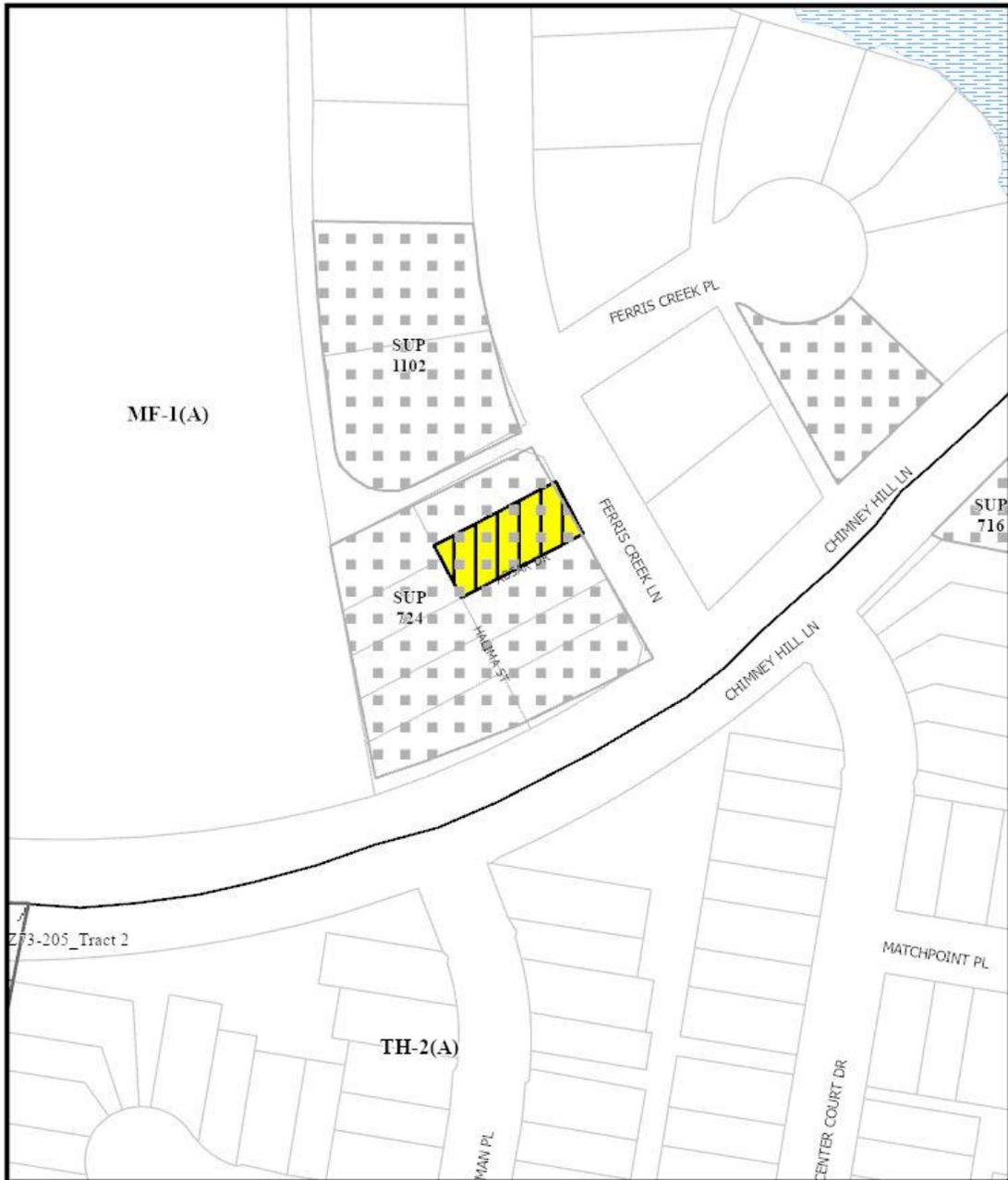


1:1,200

# AERIAL MAP

Case no: BOA-25-000107

Date: 02/11/2026



  
1:1,200

# ZONING MAP

Case no: BOA-25-000107  
Date: 02/11/2026

# Notification List of Property Owners



 1:1,200	<b>NOTIFICATION</b>		Case no: <b>BOA-25-000107</b>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">200'</div> AREA OF NOTIFICATION <div style="border: 1px solid black; padding: 2px; display: inline-block;">15</div> NUMBER OF PROPERTY OWNERS NOTIFIED		Date: <u>2/11/2026</u>

02/11/2026

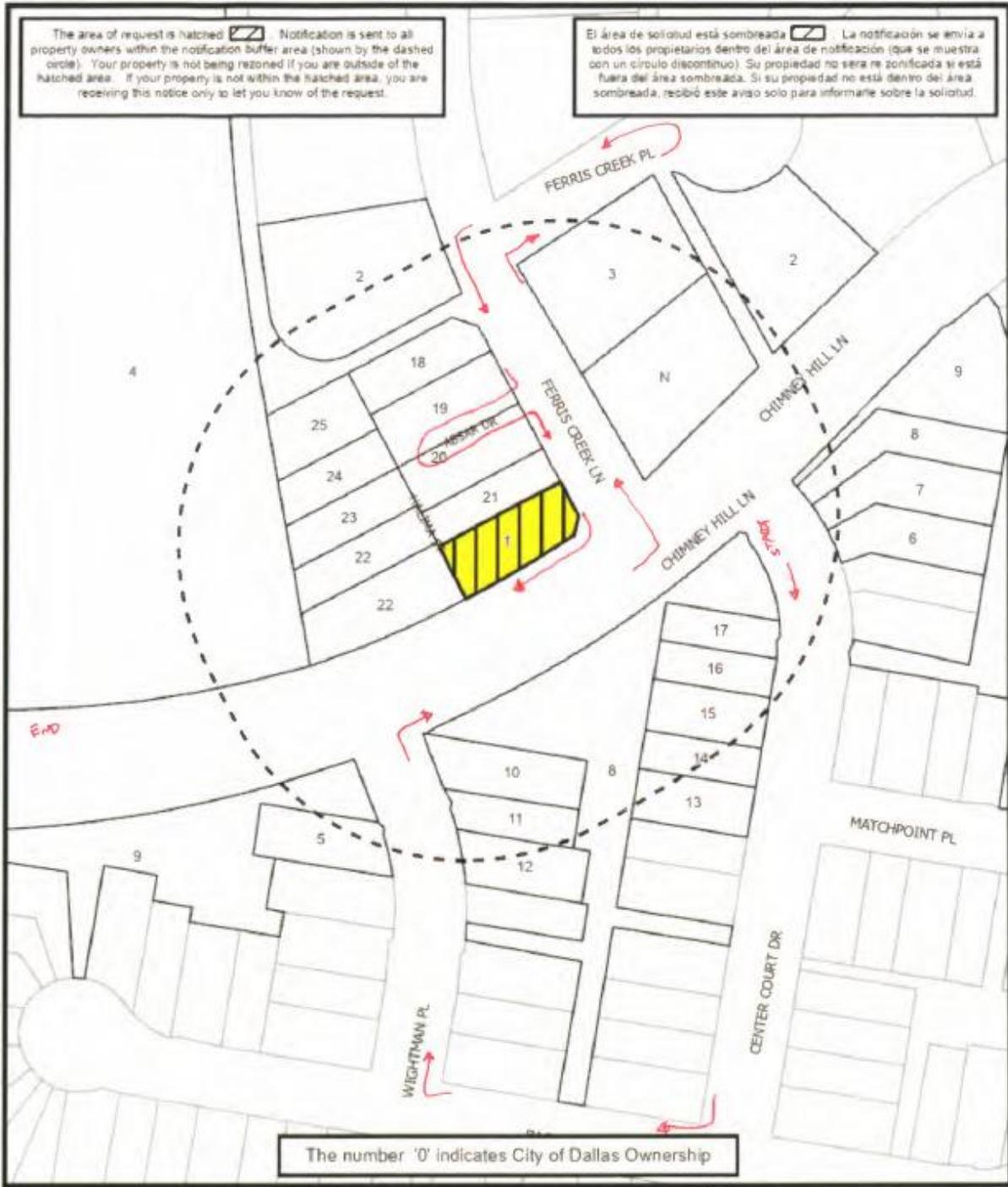
## ***Notification List of Property Owners***

***BOA-25-000107***

### ***15 Property Owners Notified***

<b><i>Label #</i></b>	<b><i>Address</i></b>	<b><i>Owner</i></b>
1	12364 HALIMA ST	BURTZLAFF MICHAEL
2	12323 FERRIS CREEK LN	AUTISTIC TREATMENT CENTER INC
3	12330 FERRIS CREEK LN	KELLY LIVING TRUST
4	12308 FERRIS CREEK LN	JETPURI MOHAMMED I & FARIDA YASMIN
5	9655 CHIMNEY HILL LN	LACKLAND FOREST LP
6	12243 CENTER COURT DR	JONES DEANDRE
7	9912 CHIMNEY HILL LN	CHIMNEY LN PATIO HOMES
8	12384 HALIMA ST	MOGAL SAMEER BAIG
9	12344 HALIMA ST	PERVEEN KHALIDA &
10	12324 HALIMA ST	Taxpayer at
11	12304 HALIMA ST	COLGROVE LARRY JR &
12	12305 HALIMA ST	WU SALLY W TRUST
13	12345 HALIMA ST	HAVENFORT HOLIDAY & TRAVEL LLC
14	12365 HALIMA ST	TESFAMICHAEL ADHANOM
15	12385 HALIMA ST	LAWAL OMOLAYO

# 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, MARCH 18, 2026

BRIEFING: 10:30 a.m. via Videoconference and in 6ES COUNCIL BRIEFING, Dallas City Hall, 1500 Marilla Street <https://bit.ly/boa031826>

HEARING: 1:00 p.m. via Videoconference and in 6ES COUNCIL BRIEFING, Dallas City Hall, 1500 Marilla Street <https://bit.ly/boa031826>

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

---

BOA-25-000107(KMH) Application of Michael Burtzlaff for (1) a special exception to the fence height regulations at 12364 HALIMA STREET. This property is more fully described as Block D/8418, Lot 1B, and is zoned MF-1(A), which limits the height of a fence in the front-yard to 4-feet. The applicant proposes to construct and/or maintain an 8-foot-high fence in a required front yard along Ferris Creek Lane, which will require (1) a 4-foot special exception to the fence height 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](mailto: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, March 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/cityofdallasty](http://bit.ly/cityofdallasty) or [YouTube.com/CityofDallasCityHall](http://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](mailto: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>