

Special Exception for 802 W Greenbriar Ln

BOA-25-000105 | CD-13 Subarea 3

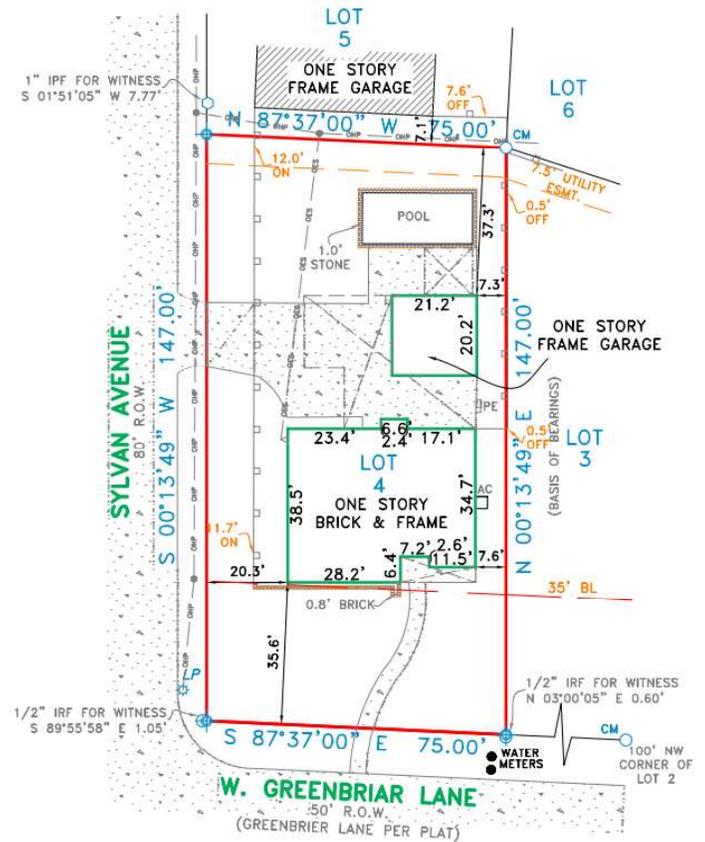
Request For: Attached Additional Dwelling Unit (For Rent) – Existing
Structure | Owner-Occupied Primary Residence

We respectfully ask the **Board of Adjustment** to grant our request for the
following reasons.

Applicant and Property Owner:
Kiara Marie Medina

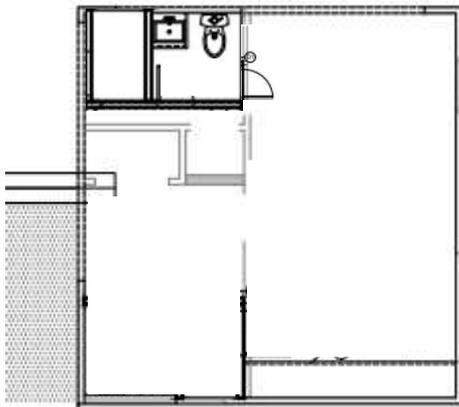
Current Site Plan

- Existing lot configuration and structures remain unchanged
- No expansion of footprint, height or massing
- From the street and adjacent properties – there will be no visible changes to the exterior appearance of the structure or site

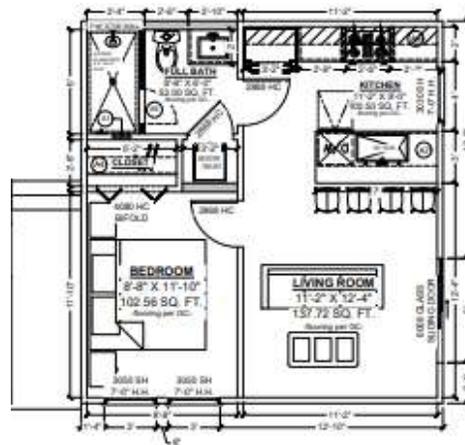


Existing vs. Proposed

Existing Garage – 459 sq ft.



Proposed ADU – 459 sq ft.



No expansion of footprint, height or massing

No Adverse Impact To Neighboring Properties

January 8, 2025

Dear Neighbors,
We wanted to share that we've submitted an appeal to the Board of Adjustment regarding our home at 802 W Greenbrier Ln. Our request is to convert our attached garage into a small accessory dwelling unit (ADU) for long-term rental (not short-term) or for use by family and guests, while we continue to live on the property.

The conversion would be modest in scale, involve no exterior expansion since it leverages the existing structure, and be designed to remain consistent with the character of the neighborhood. It would not increase density or create disruptions, and on-site parking would remain available without affecting street parking.

As part of this process, the Board welcomes hearing from neighbors. If you feel comfortable sharing your thoughts - whether supportive or simply neutral - we'd be grateful for any perspective you choose to offer. There's absolutely no obligation, we just wanted to keep you informed and make space for anyone who wishes to participate. We truly value being part of this community and care about being good neighbors. If you have any questions or would like more context, we'd be happy to connect. You're welcome to reach us at (972) 582-2347 or stop by anytime.

Best,
Kiana & Ronit



Board approves ADU and floor-area variance at 1545 Acapulco Drive; deed restriction required

September 14, 2025 | Dallas, Dallas County, Texas

My Distribution List

The Board of Adjustment Panel C on Sept. 15 granted items for a property at 1545 Acapulco Drive: a variance allow an additional 364.5 square feet of floor area for an accessory structure and a special exception to allow an accessory dwelling unit (ADU) on the lot, with a condition that the ADU be deed-restricted against rental. Both measures passed 5-0. Applicant Leon Waddell describe the proposed 900-square-foot accessory dwelling as housing for his parents and grandmother to provide independent quarters within the family. "IRL" [Help](#)

Neighbor outreach completed - 30 letters hand-delivered outlining project and asking for support:

- Owner-occupied primary residence
- Long-term rental only
- ADU is attached to the primary residence (single household oversight)



Board approves accessory dwelling unit special exception for 1934 Elmwood Boulevard

August 17, 2025 | Dallas, Dallas County, Texas

My Distribution List

The Dallas Board of Adjustment granted a special exception to allow an accessory dwelling unit (ADU) for rent at 1934 Elmwood Boulevard. The applicant, Audra Buckley, represented the property owner and said the ADU is intended as a long-term rental, not a short-term rental, and that the owner intends to comply with the area plan's vision for "missing-middle" housing. The owner, Julissa Sam Smith, spoke in favor and said she and her husband plan to live on the property and may rent the ADU until a need for the unit arises in the family. Board members noted the applicant had attempted [Help](#)

Recent ADU BOA approvals

deed restriction required by the primary residence; and annual registration of the rental with the [citizenportal.ai](#)

Examples Of Existing ADUs In Surrounding Area

N Clinton Ave



N Winnetka Ave



Shady Ln



Cedar Hill Ave



W Colorado Blvd



Neighbor Concerns

- “If you move, now there’s an ADU for rent available and we don’t know who it would be rented to”
- “Do you feel safe renting it?”
- “Pool access to the renter and I don’t feel comfortable with that”
- “It’s right next to our house – really close”
- “Where would they park?”

Our Response & Mitigation:

- **Owner occupied primary residence + long-term use only** → we will remain living on site. No short-term rentals. Deed-restricted owner-occupancy.
- **Responsible tenant oversight + safety** → any tenant (single occupant only) will be carefully screened and managed by us on-site owners. No pets, non-smoking unit, and quiet hours enforced.
- **No pool access** → the pool will remain private to our household.
- **No change to scale or height** → within the existing garage footprint. No added height or massing.
- **On-site parking provided** → dedicated parking on our property; no street parking.

Why A Conversion

- ✓ **Conversion reuses existing structure** – avoids new construction, increased lot coverage, and impervious surface.
- ✓ **Preserves community character** – no change to scale, height, or density.
- ✓ **Addresses housing needs** – least-impact housing solution that supports ‘missing middle’ housing needs.

Conversion vs. New Build Estimates

- **Garage Conversion** (459 sq ft): ~\$69k–\$90k
- **New Detached ADU Build** (459 sq ft): ~\$180k–\$250k

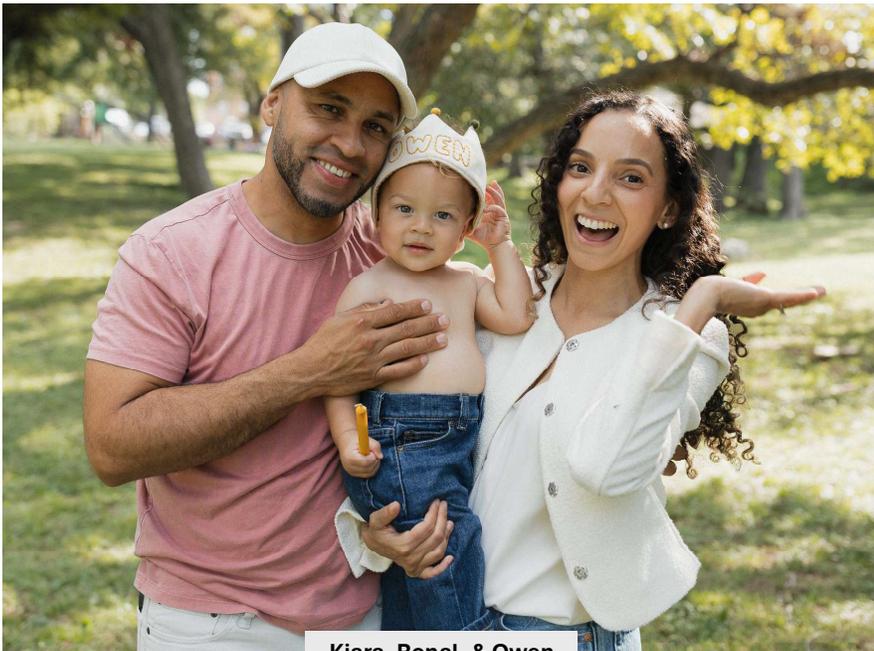
While a **new build would be 2-3x more expensive**, the primary reason for choosing a **conversion is to minimize physical and neighborhood impact** while still achieving a safe, code-compliant residential unit.

Rental Use – Managed To Minimize Impact

- Primary residence will be **owner-occupied**, with ADU **owner-managed** on the same property. We accept conditions to deed-restrict owner-occupancy and annually register the ADU with the City’s single-family rental program.
- For **long-term rental** or family and guests; not for short-term use
- Conversion of an existing structure allows housing to be added **without expanding the structure or increasing neighborhood density – and using existing (1) utility meter**
- **Clear boundaries and responsible tenant screening/oversight** to ensure high accountability and functions quietly within neighborhood
- **Provides needed ‘missing middle’ housing** while preserving the character, scale, and parking patterns of the neighborhood

We believe this request clearly meets the board’s standard and we respectfully ask for your approval.

Finally, *Who We Are As Neighbors:*



Kiara, Ronal, & Owen



Ollie & Toby