



INFORMATION MEMORANDUM

TO: Mayor and City Council

THROUGH: Ben Williamson, City Manager

FROM: Brian Campbell, AICP, Planner

DATE: August 18, 2026

Request: Conduct a public hearing and consider a Specific Use Permit (SUP) request to allow guest quarters within an attached accessory structure, on an approximately 1.0-acre property, located at 3125 Brookhollow Drive and located within the One Family Residence District-1 (R-1) zoning district; and take appropriate action.

Background:

The subject property is an approximately 1.0-acre residential lot with an existing single-family residence. The property is located within the One Family Residence District-1 (R-1) zoning district, which permits detached single-family residences by right. Additionally, this zoning district permits accessory buildings to be used as guest quarters subject to approval of a Specific Use Permit (SUP) and compliance with the development regulations for accessory structures outlined in Section 2.9 of the Comprehensive Zoning Ordinance (CZO).

Nick Patel, on behalf of John and Jennifer Huffman, is seeking approval of an SUP for an addition to the existing single-family home located on the subject property to be used as guest quarters.

Adjacent Zoning Districts and Land Uses:

Direction	Zoning District	Land Use
North	One Family Residence District-6 (R-6)	Detached single-family homes.

South	One Family Residence District-2 (R-3)/ One Family Residence District-2 (R-6)	Detached single-family homes.
East	Planned Development District No. 94 (PD-94)/One Family Residence District-4 (R-1)	Detached single-family homes.
West	One Family Residence District-2 (R-2)/ One Family Residence District-2 (R-4)	Detached single-family homes.

Proposed Development:

The subject property features an existing single-family home measuring approximately 6,542 square feet. The property also features a walkway leading to the front entrance, a motor court located in the rear and additional parking in front. The property is landscaped throughout and consists of a 44-inch Oak Tree, a 14-inch Elm Tree, a 10-inch Oak Tree, and four 16-inch Pecan Trees.

The applicants are seeking approval of an SUP for an addition to this home to be used as guest quarters. This addition will measure approximately 2,123 square feet. Per the floor plan, this addition will consist of a two-car garage, kitchen, living/dining area, bathroom, and bedroom. In addition, a covered patio will be connected to this new addition.

The attached accessory structure is required to meet the following development regulations per Section 2.9 of the CZO to be used as guest quarters:

- May not be used for operation of a business except in association with a home occupation or as a guest quarters.
- Shall not be used for rental purposes or barter exchange.
- May be occupied only by immediate family members, personal guest and/or full-time domestic service worker or service workers.
- Must comply with International Building Code (IBC) and the Minimum Housing Code for habitable space.
- Gas and/or electricity for an accessory building shall not be served by a separate utility meter.
- Shall not exceed the allowable height of the main residence.
- Shall comply with all setbacks of the main residence:
 - ✓ Front Yard: Minimum of 50 feet.
 - ✓ Side Yard: Minimum 10 percent of lot width, not to exceed 20 feet.
 - ✓ Rear Yard: 15 feet.

- Shall be architecturally compatible with the main residence and constructed on a permanent concrete foundation.

The proposed guest quarters comply with the above regulations, including meeting the same setbacks as the main house, with both observing a 20-foot side yard setback.

Farmers Branch 2045 Plan Recommendation:

The Farmers Branch 2045 Plan designates the subject property and surrounding area as Moderate Density Residential on the Future Land Use Map. With this designation, the plan recommends maintaining the status quo of existing single-family residential homes while potentially allowing for a compatible mixture of detached residences, duplexes, and small townhome developments. The recommended land use types for this designation include: single-family homes; duplexes; townhomes; churches; schools; and institutional uses. Furthermore, housing diversity is a cornerstone of the plan and is highly encouraged. Therefore, the proposed guest quarters is consistent with the recommendations of the Farmers Branch 2045 Plan.

Public Response

On July 2, 2026, 23 notification letters were mailed to all property owners within 300 feet of the subject property in addition to both the Carrollton-Farmers Branch and Dallas independent school districts. A zoning notification sign was placed on the property the same day. Currently, staff has received 25 letters in opposition to this SUP request, with 13 of these from property owners within 200 feet of the subject property, which is the protest area.

The total land area of the 200-foot boundary is 327,180.80 square feet, and the total land area of opposition within the boundary is 211,460.62 square feet. Therefore, approximately 64.59 percent of landowners within the boundary are in opposition to this request. Current Texas state law requires a simple majority vote by City Council for approval of zoning amendments involving more purely residential development, even when 60 percent or more of written protest has been received. Because SUP requests are tantamount to a zoning amendment and this proposed request will allow for more purely residential development, a simple majority vote by City Council is required for approval of this request.

Planning and Zoning Commission Recommendation

At the July 13, 2026, Planning and Zoning Commission meeting, the Commission voted to recommend denial of this SUP request by a vote of four to three, with Vice-Chair Miller and Commissioners Sultzbaugh, Noris and Banks voting in favor of the motion, and Chair Raley and Commissioners Trapp and Kirby voting in opposition to the motion.