



Special Use Request Application Packet

Applicant's Public Notice Requirements

The Code requires public notice of your Rezoning request, Special Use and Variance requests. The Community Development Department will tell you when and where the Planning and Zoning Commission and the Mayor and Council meetings will be held.

Newspaper: The City will publish a legal notice in the newspaper regarding your application and announcing the time and place of the public hearing. At least 15 days before the Mayor and Council but no more than 45 days prior to the date of the public hearing.

Sign Posting, Public Hearing Notice & Affidavit

Sign Posting: The applicant shall be required to post and maintain signs supplied by the City on or near the right-of way of the nearest public street, so as to be visible from the street for at least 15 days and not more than 45 days immediately preceding the date for the governing body's public hearing on the rezoning or special use application. It is your responsibility to post the signs and to maintain the signs during the posting period. Failure to post and maintain the signs continuously may prohibit consideration of the application at any scheduled public hearing. In the event the signs are not posted continuously, the City, in its sole discretion, may require the reposting and re-advertising prior to any future public hearing, for which the applicant shall pay an additional re-advertising fee. The City may also in its sole discretion, continue, hold, approve, or dismiss the application. Any dismissal under the provisions of this paragraph shall be with prejudice unless specifically noted as being without prejudice by the City.

Public Hearing Notice: At least 15 days before the Planning & Zoning Commission's public hearing, you are to mail a notice to all persons owning property within 200 feet of the property that is the subject matter of the zoning change. The notice is to state the time, place and purpose of the hearings, and include a page size copy of the sketch plan submitted with the application.

Affidavit: Prior to the public hearing you must also submit an affidavit with a copy of the notice to the Community Development Director listing the property owners and certifying the date that the notices were mailed (form attached)

City Actions

The Community Development Department will date your application when it is received. The Community Development Department has five (5) working days in which to determine that your application is complete or to return it to you for additional information. The application will not be scheduled for public hearing until it is complete. The Planning Commission's public hearing will be held at the time advertised. At the public hearing, you will be allowed to speak first in order to present the application. Others in support of the application may then speak, followed by those in opposition to the application. You may then be allowed time for rebuttal if adequate time remains. Rebuttal must be limited to points or issues raised by opponents to the application at the hearing. After the Planning Commission has made their recommendation, the Mayor and City Council will consider approval or denial of the application at their own public hearing. You or a representative thereof with authority to make binding commitments to the City with respect to any stipulations that may be offered in connection with such application shall attend the meetings, and make a presentation following the same procedure as the Planning Commission hearing. The final action taken by the Mayor and City Council will be indicated on the application form, along with any stipulations that they impose on the property if approved, and a copy will be given to you as official notice of their final action.

Contact Information

The Community Development Dept.
4181 Atlanta Street
Powder Springs GA 30127.
commdev@cityofpowdersprings.org
770-943-1666

Zoning Administrator
Shaun Myers
Planning and Zoning Manager
smyers@cityofpowdersprings.org
770-943-1666



city of
powder springs

Special Use Request

Application Checklist

Applicant Information

Name LATOYA SKINNER

Phone [REDACTED]

Mailing Address [REDACTED]

Email [REDACTED]

Application Checklist

The following information will be required:

1. Application
 2. Notice of Intent
 3. Applicant's Written Analysis
 4. Campaign Contribution Disclosure
 5. Owner's Authorization, if applicable.
 6. Legal Description and Survey Plat of the property
 7. Application Fee (summary of fees attached)
 8. Copy of the Deed that reflects the current owners name
 9. Vicinity Map outlining the parcel/s in relation to the surrounding area
 10. Site plan, plat or survey prepared by an architect, engineer. The following information **must** be included:
 Specific use or uses proposed for the site. Acreage, bearing and distances, other dimensions, and location of the tract(s). Locations, sizes and setbacks of proposed structures, including the number of stories and total floor area, height, for residential number of units, Square footage of heated floor area. Detention/retention areas, and utility easements. Location of dumpsters. Public or private street(s) - right of way and roadway widths, approximate grades
 Location and size of parking area with proposed ingress and egress. Specific types and dimensions of protective measures, such as buffers. Landscaping. Wetlands, stream buffers, and 100 year floodplain.
 11. Sketch Plan/ Architectural Rendering, if applicable
 12. Traffic Study required for development with 500,000 sf of nonresidential floor area or 350 dwelling units or more.
- List additional attachments:

Note Carefully

If your application qualifies as a "Development of Regional Impact" (see Article 13) then you must follow additional procedures BEFORE your application can be considered. The Community Development Department will assist you with the DRI process, which is mandated by State and GRTA requirements.

Indicate the current zoning district of the property, and the zoning district you are requesting. File a separate application for each Rezoning request naming a different zoning district. A Special Use request, Variance request can be filed concurrently with a Rezoning request on the same property by separate application.



city of powder springs
Special Use Request
 Application Form

Applicant Information

Name	LATOYA SKINNER	Phone	[REDACTED]
Mailing Address	[REDACTED]	Email	[REDACTED]

Special Use Request Property Information

Address	5780 Warren Farm Rd	Parcel ID / Lot#	19073500120	Acreage	1.68
Present Zoning	R30	Special Use Request	RESIDENTIAL CHILDCARING INSTITUTION		
Source of Water Supply	SEWER	Source of Sewage Disposal	N/A		
Peak Hour Trips Generated	24 HOURS	Source of Trip Information	N/A		

Additional Information, If Applicable

Elementary School and School's Capacity	POWDER SPRINGS ELEMENTARY	Middle School and School's Capacity	COOPER MIDDLE SCHOOL
High School and School's Capacity	MCEACHERN HIGH SCHOOL		

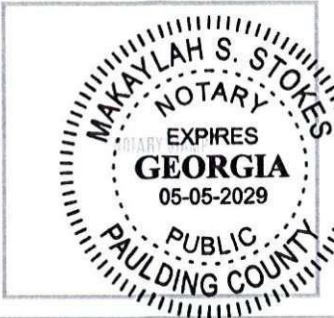
Notary Attestation

Executed in Hiram (City), GA (State).

Latoya R. Skinner (Signature of Applicant) Latoya R. Skinner (Printed Name) 4.22.2026 (Date)

Subscribed and sworn before me this 22nd day of April, 202026

Makaylah Stokes (Signature of Notary Public) Makaylah Stokes (Name of Notary Public) 05/05/2029 (My Commission Expires)



For Official Use Only

PZ #		City Council Hearing	
Planning Commission Hearing		Reason for Withdrawal	
Withdrawal Date			



city of
powder springs
Special Use Request
Notice of Intent

Applicant Information

Name	LATOYA SKINNER	Phone	[REDACTED]
Mailing Address	[REDACTED]	Email	[REDACTED]

Notice of Intent

PART I. Please indicate the purpose of this application :

Request approval to operate a residential childcaring institute. The facility will provide care for up to 18 children ages 6 to 18 and will operate 24 hours a day.

PART II. Please list all requested variances:

Variance to increase the occupancy of children up to 18. For any site modifications required to ensure compliance with the state licensing regulations. Specifically related to room configuration, interior modifications and the provisions of a minimum of 63 sq ft of space per child as mandated by the licensing authority (GDHS)

Part III. Existing use of subject property:

Residential Use R30

Part IV. Proposed use of subject property:

To operate as a Residential Childcaring Institute, 24/7, Zoned R30

Part V. Other Pertinent Information (List or attach additional information if needed):

See Attached Exhibit

Applicant Signature



Signature of Applicant

Latoya Skinner
Printed Name

4/22/2026
Date

FINAL – OTHER PERTINENT INFORMATION (ENHANCED WITH RCCI CAPACITY LANGUAGE)

This residence is intended to operate as a structured, supportive, family-style living environment for youth who may be experiencing displacement, emotional or behavioral challenges, and/or disabilities. The home will provide a safe, stable, and community-integrated setting designed to promote well-being, supervision, and positive development.

This use is residential in nature and aligns with the intent of Ordinance ORD 23-007, adopted July 17, 2023, which permits group homes and similar supportive residential uses within residential districts under structured living conditions. The proposed use is consistent with that framework and does not constitute a commercial or institutional operation, but rather a residential occupancy with supportive services.

In accordance with the Fair Housing Act and the Americans with Disabilities Act, individuals with disabilities—including those with emotional, behavioral, or mental health conditions—are recognized as a protected class. Federal law requires that such individuals be afforded equal housing opportunities and reasonable accommodations in residential settings. This residence will operate in full compliance with all applicable federal, state, and local laws governing fair housing, disability rights, and nondiscrimination.

Additionally, this program is being developed in accordance with licensure standards set forth by the Georgia Department of Human Services. Within GDHS regulatory structure, Residential Child Caring Institutions (RCCI), group homes, and youth residential programs are recognized as licensed residential care settings. These terms are often used interchangeably within regulatory and operational contexts to describe structured residential environments serving multiple youth.

To obtain and maintain licensure under RCCI standards, providers are required to serve a minimum number of residents (typically six or more children), along with meeting staffing, supervision, and programmatic requirements established by GDHS. This operational model differs from a traditional foster home, which is a distinct licensure category requiring a caregiver to reside within the home and typically serving a smaller number of children. The proposed residence is not a foster home model, but rather a licensed RCCI/group home setting operating under GDHS guidelines.

Further, RCCI program capacity is not arbitrarily determined, but is established through a combination of Certificate of Occupancy limitations and state licensure standards, including bedroom size and usable living space requirements. Occupancy and placement capacity are based on measurable criteria such as square footage per resident, including a minimum of approximately 63 square feet of shareable sleeping space per child, along with overall habitability, safety, and supervision requirements. Final capacity is subject to approval by the appropriate licensing and inspection authorities and will remain in full compliance with all applicable codes and regulations.

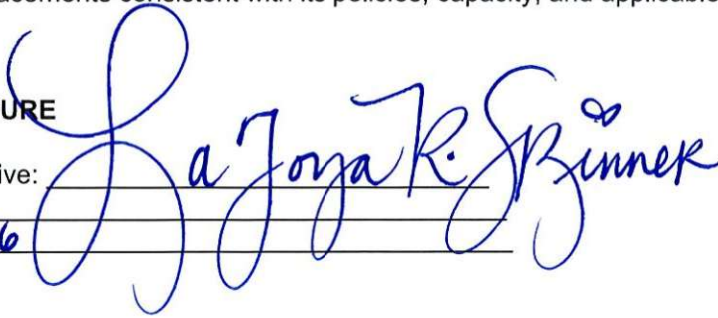
A Village Called Home Inc. will maintain all required oversight, staffing, and compliance measures associated with licensure and will ensure that all admissions are determined based on program appropriateness, safety considerations, and regulatory standards. The organization reserves the right to assess and accept placements consistent with its policies, capacity, and applicable laws.

AUTHORIZED SIGNATURE

Authorized Representative: _____

Title: owner

Date: 4.22.2026

A large, stylized handwritten signature in blue ink that reads "La Joya K. Binner". The signature is written over the signature line and extends upwards and to the right.

SUPPORTING STATEMENT – GIS & NOTIFICATION ANALYSIS

A geographic boundary analysis was conducted utilizing Cobb County GIS parcel mapping data to determine all properties located within a 200-foot radius of the subject property.

The 200-foot measurement was calculated from the subject property boundary lines in accordance with standard zoning notification practices.

Only parcels that physically fall within or directly intersect the 200-foot boundary are required to receive notification.

Certain homes within the Woodberry Farms subdivision fall outside the 200-foot notification boundary as determined by Cobb County GIS parcel measurements and therefore do not meet the requirement to receive written notice.

Any notifications issued beyond the required 200-foot boundary were provided as a courtesy and do not represent a statutory requirement.

The placement of a public notice sign on the subject property serves as a sufficient method of providing general notice to the surrounding community when combined with required notifications.

The GIS evidence confirms that the subject property is situated on a larger tract with spacing and natural boundaries that limit the reach of the 200-foot notification area.

AUTHORIZED SIGNATURE

Authorized Representative: _____

Title: owner

Date: 4.22.2026

A handwritten signature in blue ink that reads "Sa Joya R. Skimmer". The signature is written in a cursive style with a small heart symbol above the letter 'i' in "Skimmer". The signature is written over a horizontal line.



Special Use Request

Applicant's Written Analysis

Applicant Information

Name	LATOYA SKINNER	Phone	[REDACTED]
Mailing Address	[REDACTED]	Email	[REDACTED]

Written Analysis

In details please address these Special Use Criteria:

- a. Whether the proposed special use is consistent with the stated purpose of the zoning district in which it will be located.
The facility will maintain the existing residential character while providing safe, secure, and supportive setting for children in need of care. The home is located outside of any Homeowners Association (HOA) and is gated, which enhances both safety/privacy, while ensuring no conflict with HOA covenants or restrictions.
- b. Whether the proposed zoning district and uses permitted within that district are suitable in view of the zoning and development of adjacent and nearby property.
The proposed RCCI will preserve the single family appearance and character of the home and will operate discreetly within the community.
- c. Whether the location and character of the proposed special use are consistent with a desirable pattern of development in general.
The RCCI supports a community based approach to residential care, which reflects a desirable and compassionate pattern of development.
- d. Whether the type of street providing access to the use is or will be adequate to serve the proposed special use.
The property is accessed via a public residential street, which is sufficient for the expected low traffic volume associated with the RCCI. Daily traffic includes limited staff occasional service providers and minimum visitor activity consistent with residential norms.
- e. Whether access into and out of the property is or will be adequate to provide for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles.
The property has safe and gated ingress and egress that allows for controlled access, pedestrian safety, the anticipated volume of traffic flow and access by emergency vehicles.
- f. Whether public facilities such as schools, water or sewer utilities, and police or fire protection are or will be adequate to serve the use.

These public services are sufficient to meet the operational needs of the RCCI

- g. Whether refuse, service, parking and loading areas on the property will be located or screened to protect other properties in the area from such adverse effects as noise, light, glare or odor.

Refuse containers will be properly stored and screened from view. Onsite parking is available for staff and visitors, and there are no commercial loading activities that would create disturbance. The gated entrance further buffers the property from any potential visual or noise impacts.

- h. Whether the hours and manner of operation of the special use will have adverse effects on other properties in the area.

Although RCCI operates 24/7, its residential model ensures that daily routines resemble those of a typical household.

- i. Whether the height, size or location of the buildings or other structures on the property are or will be compatible with the height, size or location of buildings or other structures on neighboring properties.

The existing residence will remain unchanged in height and structure, ensuring full compatibility with nearby homes.



Special Use Request

Campaign Contribution Disclosure

Applicant and Attorney Information

Applicant's Name	LATOYA SKINNER	Applicant's Address	[REDACTED]
Applicant's Attorney		Attorney's Address	

Campaign Contribution Disclosure

The following information is provided in accordance with the Georgia Conflict of Interest in Zoning Actions Act, O.C.G.A. 36-67A-1 et seq.

The property that is the subject of the attached application is owned by:

- Individual(s) Corporation Partnership Limited Partnership Joint Venture

All persons, corporations, partners, limited partners, or joint ventures party to ownership of the property that is the subject of the attached application are listed below:

Latoya Skinner

APPLICANT: Within the two years preceding the date of the attached application, the applicant has made campaign contributions or gifts aggregating \$250 or more to the Mayor, to members of the Powder Springs City Council, or to members of the Planning Commission, as follows:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift
_____	_____	_____

ATTORNEY: Within the two years preceding the date of the attached application, the attorney representing the applicant has made campaign contributions or gifts aggregating \$250 or more to the Mayor, to members of the Powder Springs City Council, or to members of the Planning Commission, as follows:

Name of Official	Amount of Contribution or Gift	Date of Contribution or Gift
_____	_____	_____



city of powder springs
Special Use Request
 Owner's Authorization Form

Owner's Authorization

Applicant Name <u>Latoya Skinner</u>	Applicant's Address [REDACTED]
Property Address <u>5780 Warren Farm Rd</u> Powder Springs, GA	Property PIN <u>19073500120</u>

This is to certify that I am or We are or I am the Authorized Representative of a Corporation that is the owner of a majority interest in the subject property of the attached application. By execution of this form, this is to authorize the person names as "applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following:

Check all that apply:

Rezoning <input type="checkbox"/>	Special Use <input checked="" type="checkbox"/>	Hardship Variance <input type="checkbox"/>
Special Exception <input type="checkbox"/>	Flood Protection Variance <input type="checkbox"/>	Appeal of Administrative Decision <input type="checkbox"/>

Signature of Property Owner(s)

Latoya R. Skinner Latoya R. Skinner 4-22-2020
 Signature of Owner Printed Name Date

State of GA, County of Paulding

This instrument was acknowledged before me this 22nd day of April month.

20 20, by LATOYA R. SKINNER Identification Presented: Drivers License GA 050612193



Makaylah S. Stokes Makaylah S. Stokes 05.05.2029
 Signature of Notary Public Name of Notary Public My Commission Expires

Signature of Owner _____	Printed Name _____	Date _____
State of _____, County of _____.		
This instrument was acknowledged before me this _____ day of _____ month.		
20 _____, by _____ name of signer. Identification Presented: _____.		
Signature of Notary Public _____	Name of Notary Public _____	My Commission Expires _____



Fee Schedule

FEES – Updated 11/5/2018. Please verify cost with staff

Variance, residential	\$ 250.00
Variance, commercial	\$ 450.00
Special Use	\$ 250.00
Rezoning Application, single family, 0-5 acres	\$ 250.00
Rezoning Application, single family, 6-10 acres	\$ 700.00
Rezoning Application, single family, 11-20 acres	\$ 1,000.00
Rezoning Application, single family, 21-100 acres	\$ 1,500.00
Rezoning Application, single family, \geq 101 acres	\$ 1,500.00 + \$30/acre
Rezoning Application, undeveloped med/high density residential, 0-5 acres	\$ 700.00
Zoning - Rezoning Application, undeveloped med/high density residential, 6-10 acres	\$ 1,200.00
Zoning - Rezoning Application, undeveloped med/high density residential, 11-20 acres	\$ 1,500.00
Zoning - Rezoning Application, undeveloped med/high density residential, 21-100 acres	\$ 2,000.00
Rezoning Application, undeveloped med/high density residential, \geq 101 acres	\$ 2,000.00 + \$40 /acre
Rezoning Application, undeveloped non-residential, 0-5 acre	\$ 900.00
Rezoning Application, undeveloped non-residential, 6-10 acres	\$ 1,500.00
Rezoning Application, undeveloped non-residential, 11-20 acres	\$ 1,800.00
Rezoning Application, undeveloped non-residential, 21-100 acres	\$ 2,200.00
Rezoning Application, undeveloped non-residential, \geq 101 acres	\$ 2,200.00 + \$50 /acre
Zoning - Rezoning Application, developed med/high density residential, 0-20,000 SF	\$ 700.00
Rezoning Application, developed med/high density residential, 20,0001 - 50,000 SF	\$ 1,200.00
Rezoning Application, developed med/high density residential, 50,001 - 100,000 SF	\$ 1,500.00
Rezoning Application, developed med/high density residential, 100,001 - 500,000 SF	\$ 2,000.00
Rezoning Application, developed med/high density residential, \geq 500,001 SF	\$ 2,000.00 \$90 /100,000 SF
Rezoning Application, developed non-residential, 0-20,000 SF	\$ 900.00
Rezoning Application, developed non-residential, 20,001-50,000 SF	\$ 1,500.00
Rezoning Application, developed non-residential, 50,001-100,000 SF	\$ 1,800.00
Rezoning Application, developed non-residential, 100,001-500,000 SF	\$ 2,200.00
Rezoning Application, developed non-residential, \geq 500,001 SF	\$ 2,200.00 + \$115 /100,000 SF
Public Hearing signs	\$ 25.00
Public Hearing signs - Deposit	\$ 10.00