

Public Hearing: YES ☒ NO ☐

Department: Planning & Sustainability

SUBJECT:

Commission District(s): 5 and 7

Application of Erin Royster for a Special Land Use Permit (SLUP) for child daycare facility for up to six children in the R-75 (Residential Medium Lot-75) zoning district, at 3887 Kirksford Drive.

PETITION NO: N8-2026-1107 SLUP-26-1248186

PROPOSED USE: Child daycare facility, up to six (6).

LOCATION: 3887 Kirksford Drive, Decatur, GA 30035

PARCEL NO. : 15 189 03 002

INFO. CONTACT: Lucas Carter, Planner

PHONE NUMBER: 404-371-2155

PURPOSE:

Application of Erin Royster for a Special Land Use Permit (SLUP) for child daycare facility for up to six children in the R-75 (Residential Medium Lot-75) zoning district.

RECOMMENDATION:

COMMUNITY COUNCIL: (August 2026) Denial.

PLANNING COMMISSION: (September 1, 2026) Pending.

PLANNING STAFF: (September 2026) Approval with Conditions.

STAFF ANALYSIS: The 0.25-acre property is zoned R-75 and is surrounded by R-75 detached residences. Section 27-4.1.3 (Table 4.1) identifies a child day care facility for up to six children as a special use in R-75; Section 27-4.2.19 contains the applicable supplemental requirements. The application describes a Family Child Care Learning Home serving primarily infants, toddlers, and pre-school-aged children. Proposed activities include supervised play, early learning, reading, arts and crafts, meals and snacks, rest, and outdoor recreation. The stated hours are Monday through Friday, 7:30 a.m. to 6:00 p.m. The application identifies one owner/operator, no exterior building addition, use of existing indoor rooms and patio/rear-yard areas, staggered arrivals and departures, and approximately four off-street driveway spaces. The property photographs show that the structure retains the appearance of a single-family residence and that the side/rear yard is fenced. The nearest personal-care-home/childcare-institution location is approximately 4,224 feet away and satisfies Section 27-4.2.19(D) which prohibits a child day care facility within 1,000 feet of another child day care facility. Kirksford Drive is classified as a local street. Interdepartmental comments identify standard sight-distance, permitting, public-health, and licensing requirements but no use-specific street, utility, or drainage deficiency. The application includes notice of a June 3, 2026, virtual community meeting, and the materials reviewed do not document substantive public opposition. Formal Community Council and public-hearing input should be incorporated into the final record as received. The proposal is materially less intensive than a child day care center serving seven or more children. It would operate within an existing residence, retain the residential exterior, and generate short-duration arrival and departure trips rather than continuous commercial traffic. Conditions limiting enrollment, hours, staffing, on-site pickup and drop-off, signs, exterior changes, outdoor activity, and transfer of the approval can keep the use at the residential scale represented in the application. Section 27-4.2.19 requires State licensing and inspection, a County business license, required off-street parking, a residential exterior, compliant signage, and

1,000-foot separation from another child day care facility. Section 27-7.4.7(C) additionally requires review of screening for parking/outdoor play, a safe pickup/drop-off location, and compatibility of the exterior structure with the residential district. The existing driveway, fenced yard, and unchanged residence appear capable of meeting these standards, subject to verification and the recommended conditions. The DeKalb 2050 Comprehensive Land Use Plan describes the Suburban Character Area as established low-density development where new activity should improve connectivity while preserving neighborhood character and greenspace (p. 41). The Plan generally protects stable single-family patterns from incompatible nonresidential intrusion. Here, however, the Zoning Ordinance specifically allows a six-child facility through individualized SLUP review, and the use would remain inside the home without changing the established development pattern. With the recommended limitations, the proposal functions as a small neighborhood-serving service and is consistent with the SUB policy. The proposed child day care facility is limited to six children, would remain inside an existing detached residence, and is supported by weekday daytime hours, a fenced outdoor area, driveway parking, and staggered pickup/drop-off. The use can operate at a residential scale without changing the established R-75/SUB development pattern. Therefore, based on Sections 27-7.4.6 and 27-7.4.7(C), the supplemental regulations in Section 27-4.2.19, and the Suburban Character Area policy of the DeKalb 2050 Comprehensive Land Use Plan (p. 41), the Planning & Sustainability Department recommends ***“Approval with the attached conditions”***.

PLANNING COMMISSION VOTE: (September 1, 2026) Pending.

COMMUNITY COUNCIL VOTE/RECOMMENDATION: (August 2026) Denial 6-0-0.

Z-26-1248186 (2026-1107)
Recommended Conditions_Sept. 2026
3887 Kirksford Drive, Decatur, GA 30035

1. The use shall be limited to a child day care facility for no more than six children under care at any one time, counted in accordance with Section 27-9.1.3 and applicable State rules, and shall operate within the existing residence.
2. This SLUP shall expire two years after the date of Board of Commissioners approval unless renewed before expiration. The approval is personal to Erin Royster, is not transferable to another operator, and remains subject to Section 27-7.4.12.

Planning Commission Hearing Date: September 1, 2026
Board of Commissioners Hearing Date: September 24, 2026

STAFF ANALYSIS

CASE NO.:	SLUP-26-1248186	File ID #: 2026-1107
Address:	3887 Kirksford Drive, Decatur, GA 30035	Commission Districts: 5 and 7
Parcel ID(s):	15 189 03 002	
Request:	Special Land Use Permit (SLUP) for a child day care facility for up to six children in the R-75 (Residential Medium Lot-75) zoning district.	
Property Owner(s):	Chieu Sok	
Applicant/Agent:	Erin Royster	
Acreage:	Approximately 0.25 acre	
Existing Land Use:	One-story detached single-family residence	
Surrounding Properties:	North/South/East/West: detached single-family residences	
Adjacent Zoning:	North/South/East/West: R-75	
Comprehensive Plan:	Suburban (SUB) — X Consistent	Inconsistent

STAFF RECOMMENDATION: APPROVAL WITH CONDITIONS

BACKGROUND

Erin Royster requests a Special Land Use Permit to operate Tiny Sprouts, a child day care facility for up to six children, within the existing one-story detached residence at 3887 Kirksford Drive. The 0.25-acre property is zoned R-75 and is surrounded by R-75 detached residences. Section 27-4.1.3 (Table 4.1) identifies a child day care facility for up to six children as a special use in R-75; Section 27-4.2.19 contains the applicable supplemental requirements.

The application describes a Family Child Care Learning Home serving primarily infants, toddlers, and preschool-aged children. Proposed activities include supervised play, early learning, reading, arts and crafts, meals and snacks, rest, and outdoor recreation. The stated hours are Monday through Friday, 7:30 a.m. to 6:00 p.m. The application identifies one owner/operator, no exterior building addition, use of existing indoor rooms and patio/rear-yard areas, staggered arrivals and departures, and approximately four off-street driveway spaces.

The property photographs show that the structure retains the appearance of a single-family residence and that the side/rear yard is fenced. The nearest personal-care-home/childcare-institution location is approximately 4,224 feet away and satisfies Section 27-4.2.19(D) which prohibits a child day care facility within 1,000 feet of another child day care facility.

Kirksford Drive is classified as a local street. Interdepartmental comments identify standard sight-distance, permitting, public-health, and licensing requirements but no use-specific street, utility, or drainage deficiency. The application includes notice of a June 3, 2026 virtual community meeting, and the materials reviewed do not document substantive public opposition. Formal Community Council and public-hearing input should be incorporated into the final record as received.

STAFF ANALYSIS

The proposal is materially less intensive than a child day care center serving seven or more children. It would operate within an existing residence, retain the residential exterior, and generate short-duration arrival and departure trips rather than continuous commercial traffic. Conditions limiting enrollment, hours, staffing, on-site pickup and drop-off, signs, exterior changes, outdoor activity, and transfer of the approval can keep the use at the residential scale represented in the application.

Section 27-4.2.19 requires State licensing and inspection, a County business license, required off-street parking, a residential exterior, compliant signage, and 1,000-foot separation from another child day care facility. Section 27-7.4.7(C) additionally requires review of screening for parking/outdoor play, a safe pickup/drop-off location, and compatibility of the exterior structure with the residential district. The existing driveway, fenced yard, and unchanged residence appear capable of meeting these standards, subject to verification and the recommended conditions.

The DeKalb 2050 Comprehensive Land Use Plan describes the Suburban Character Area as established low-density development where new activity should improve connectivity while preserving neighborhood character and greenspace (p. 41). The Plan generally protects stable single-family patterns from incompatible nonresidential intrusion. Here, however, the Zoning Ordinance specifically allows a six-child facility through individualized SLUP review, and the use would remain inside the home without changing the established development pattern. With the recommended limitations, the proposal functions as a small neighborhood-serving service and is consistent with the SUB policy.

FINDINGS OF FACT

The following findings address each criterion in Section 27-7.4.6 of the DeKalb County Zoning Ordinance.

A. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, transitional buffer zones, and all other applicable requirements of the zoning district in which the use is proposed to be located.

The 0.25-acre site contains an existing residence, fenced outdoor area, and an existing driveway that the applicant states can accommodate approximately four vehicles. No building expansion is proposed. For a maximum of six children and the limited staffing represented, the site is adequate if resident/operator parking and all client pickup and drop-off remain on site. The recommended conditions prohibit queuing or loading in the right-of-way and require continued compliance with all R-75 and State space, play-area, fencing, and parking requirements.

B. Compatibility of the proposed use with adjacent properties and land uses and with other properties and land uses in the district, and whether the proposed use will create adverse impacts upon any adjoining land use by reason of traffic volume/congestion, noise, smoke, odor, dust, or vibration generated by the proposed use.

The use would remain within a detached residence among other R-75 homes and is capped at six children. Weekday daytime hours, staggered arrivals/departures, supervised outdoor activity, and the absence of exterior commercial alterations limit traffic, noise, odor, dust, smoke, and vibration impacts. Conditions on hours, enrollment, parking, outdoor amplification, and exterior appearance are necessary to maintain compatibility.

C. Adequacy of public services, public (or private) facilities, and utilities to serve the proposed use.

Existing utilities, emergency services, refuse collection, and public facilities serve the residence. Interdepartmental review identified standard licensing, health, inspection, and permit requirements but no use-specific public-service deficiency. State child-care approval, fire/building clearance, and a DeKalb County business license must be obtained before operation and maintained thereafter.

D. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area.

Kirksford Drive is a local street within a residential subdivision. A maximum six-child facility will create brief arrival and departure trips, and the applicant proposes staggered times. With all loading, unloading, and parking contained in the driveway, the use is not expected to unduly increase traffic or cause congestion. The recommended conditions prohibit standing or queuing on Kirksford Drive, Wood Slope Drive, sidewalks, or neighboring driveways.

E. Adequacy of ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency.

The existing driveway provides direct access to Kirksford Drive and can serve the limited operation if vehicles enter, park, and depart without blocking the public right-of-way or emergency access. No separate turnaround is expressly required for a six-child facility under Section 27-4.2.19(B), but safe on-site pickup/drop-off remains required by Section 27-7.4.7(C)(2). Staggering and on-site loading conditions provide an adequate safeguard.

F. Whether the proposed use will create adverse impacts upon any adjoining land use by reason of the manner and hours of operation of the proposed use.

The proposed hours are Monday through Friday, 7:30 a.m. to 6:00 p.m., with no overnight or weekend care proposed. Those hours are compatible with ordinary daytime neighborhood activity for a small facility. Limiting all operations and outdoor play to the stated hours, and prohibiting outdoor amplified sound, will avoid materially adverse operational impacts.

G. Whether the proposed use is otherwise consistent with the requirements of the zoning district classification in which the use is proposed to be located.

Section 27-4.1.3 (Table 4.1) allows a child day care facility for up to six children in R-75 by Special Land Use Permit. The application retains the principal residential structure and does not request a rezoning or dimensional variance. Subject to Section 27-4.2.19, Section 27-7.4.7(C), and the recommended conditions, the use is consistent with the R-75 special-use framework.

H. Whether the proposed use is consistent with, advances, conflicts, or detracts from the policies of the comprehensive plan.

The Suburban Character Area emphasizes preservation of established residential patterns, compatible scale, connectivity, and neighborhood stability (DeKalb 2050 Comprehensive Land Use Plan, p. 41). The proposal provides a neighborhood-serving childcare option inside an existing residence and does not change the lot's low-density physical form. Enrollment, hours, parking, signage, staffing, and exterior-appearance conditions keep the use from becoming an incompatible commercial intrusion. The proposal is consistent with the Comprehensive Plan as conditioned.

I. Whether there is adequate provision of refuse and service areas.

Ordinary residential refuse service is adequate for the represented scale of operation. Food, diapers, and other child-care waste must be stored and removed in a sanitary manner, and no commercial refuse area is proposed. Continued compliance with Public Health, State licensing, and County property-maintenance requirements is required.

J. Whether the length of time for which the special land use permit is granted should be limited in duration.

A two-year duration is appropriate to allow the County to evaluate actual traffic, parking, noise, licensing, and neighborhood compatibility before the use becomes long-term. The recommended condition requires renewal by the Board of Commissioners before expiration and makes the approval subject to the transfer and ownership-change provisions of Section 27-7.4.12.

K. Whether the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings; and whether the proposed use will create any shadow impact on any adjoining lot or building as a result of the proposed building height.

No exterior addition or new principal structure is proposed. The existing one-story residence is consistent in scale and massing with nearby houses and will not create a new shadow impact. Any future expansion of the operating area or building footprint beyond the application would require applicable County review.

L. Whether the proposed use will adversely affect historic buildings, sites, districts, or archaeological resources.

No designated historic building, district, site, or known archaeological resource is identified on or immediately adjoining the property. Continued residential use of the existing structure is not expected to adversely affect such resources.

M. Whether the proposed use satisfies the requirements contained within the supplemental regulations for such special land use permit.

The application commits to State licensing and inspection, County business licensing, off-street parking, and retention of the residential exterior. It also provides a separation statement identifying the nearest comparable facility well beyond 1,000 feet. Final compliance with Section 27-4.2.19(A)-(D), including an independent 1,000-foot child-day-care separation verification, is required before business-license issuance. With that verification and the recommended conditions, the use can satisfy the supplemental regulations.

N. Whether the proposed use would be consistent with the needs of the neighborhood or the community as a whole, as expressed and evidenced during the review process.

The applicant identifies a need for small, reliable, neighborhood-based childcare for working families. A six-child program can provide that service without the scale of a commercial day care center. The materials reviewed do not document substantive public opposition, although later Community Council and hearing testimony remains part of the decision record. With enforceable compatibility conditions, the use is consistent with the represented neighborhood need.

ADDITIONAL CHILD DAY CARE CRITERIA — SECTION 27-7.4.7(C)

Section 27-7.4.7(C) requires the following additional findings for a child day care facility.

1. Whether proposed off-street parking and outdoor play areas can be adequately screened from adjoining properties so as not to adversely impact an adjoining land use.

The existing driveway is contained on the lot, and property photographs show a fenced side/rear yard. Parking must remain in the driveway rather than the lawn or right-of-way. As conditioned, these areas can be adequately managed and screened.

2. Whether there is an adequate and safe location for dropping off and picking up children.

The existing driveway provides an on-site location for brief, staggered pickup and drop-off. Ordinance generally prohibits loading, standing, or queuing in the road, sidewalk, or neighboring driveways and require emergency access to remain unobstructed. These limitations provide a safe location proportionate to a maximum six-child facility.

3. Whether the exterior character of the proposed structure will be compatible with residential character in the zoning district, if located in a residential district.

No exterior addition or commercial facade treatment is proposed. The building will remain a detached residence, and Section 27-4.2.19(C) plus ordinance prohibit nonresidential exterior graphics and signs not otherwise allowed in R-75. The exterior character is compatible.

RECOMMENDATION:

The proposed child day care facility is limited to six children, would remain inside an existing detached residence, and is supported by weekday daytime hours, a fenced outdoor area, driveway parking, and staggered pickup/drop-off. The use can operate at a residential scale without changing the established R-75/SUB development pattern.

Therefore, based on Sections 27-7.4.6 and 27-7.4.7(C), the supplemental regulations in Section 27-4.2.19, and the Suburban Character Area policy of the DeKalb 2050 Comprehensive Land Use Plan (p. 41), the Planning & Sustainability Department recommends APPROVAL WITH CONDITIONS of SLUP-26-1248186.

CONDITIONS

1. The use shall be limited to a child day care facility for no more than six children under care at any one time, counted in accordance with Section 27-9.1.3 and applicable State rules, and shall operate within the existing residence.
2. This SLUP shall expire two years after the date of Board of Commissioners approval unless renewed before expiration. The approval is personal to Erin Royster, is not transferable to another operator, and remains subject to Section 27-7.4.12.

DEPARTMENT OF PLANNING & SUSTAINABILITY**Chief of Executive Officer**
Lorraine Cochran-Johnson**Director**
Juliana A. Njoku**Zoning Comments September 2026****N1. SLUP-26-1248084 (2026-0707) 5395 Covington Highway:**

Covington Highway is classified as a Major Arterials, also a Georgia State Route. Refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. If not already in place: Requires a right of way dedication of 75 feet from the centerline of roadway, all public infrastructure must be within right of way. Requires a 10-foot multiuse path with pedestrian scale streetlights. Verify that all access points have intersection and stopping sight distance as described by AASHTO.

N2&N3. LP-26-1248188 (2026-1099) & Z-26-1248190 (2026-1100) 5561 – 5567 Memorial Drive:

Memorial Drive is classified as a Major Arterial, also a Georgia State Route. Refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. If not already in place: Requires a right of way dedication of 75 feet from the centerline of roadway, all public infrastructure must be within right of way. Requires a 10-foot multiuse path with pedestrian scale streetlights.

N4. SLUP-26-1248176 (2026-1101) 4850 Redan Road:

Redan Road is classified as a Minor Arterial. SLUP does not change the existing shoulders or curb cuts. Verify that all access points have intersection and stopping sight distance as described by AASHTO.

N5. Z-26-1248179 (2026-1102) 3970 Norman Road:

Norman Road is classified as a collector road. Please refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. Requires a right of way dedication of 35 feet from centerline OR such that all public infrastructure is within right of way, whichever greater. Requires a 10-foot landscape strip with a 6-foot sidewalk and 4-foot bike lane or a 10-foot multi-use path. It requires pedestrian scale streetlights.

N6. SLUP-26-1248182 (2026-1103) 4717 East Anderson Road:

East Anderson is classified as a local road. SLUP does not change the existing shoulders or curb cuts. Verify that all access points have intersection and stopping sight distance as described by AASHTO.

N7. Z-26-1248177 (2026-1106) 729 Old Briarcliff Road:

Old Briarcliff Road is classified as local road. Please refer to the requirements in Zoning Code 5.4.3 and Land Development Code 14-190. Requires a right of way dedication of 27.5 feet from centerline OR such that all public infrastructure is within right of way, whichever greater. Requires a 5-foot landscape strip with a 5-foot sidewalk. It requires pedestrian scale streetlights. Verify that all access points have intersection and stopping sight distance as described by AASHTO.

N8. SLUP-26-1248186 (2026-1107) 3887 Kirksford Road:

Kingsford Drive is classified as a local road. SLUP does not change the existing shoulders or curb cuts. Verify that all access points have intersection and stopping sight distance as described by AASHTO.

N9. SLUP-26-1248172 (2026-1108) 4110 Glenwood Road, Ste. A:

Glenwood Road is classified as a Minor Arterial. SLUP does not change the existing shoulders or curb cuts. Verify that all access points have intersection and stopping sight distance as described by AASHTO.



7/30/2026

To: Mr. John Reid, Senior Planner
From: Ryan Cira, Director, Division of Environmental Health
Cc: Alan Gaines, Deputy Director, Division of Environmental Health
Re: Rezone Application Review

General Comments:

DeKalb County Health Regulations prohibit use of on-site sewage disposal systems for

- multiple dwellings
- food service establishments
- hotels and motels
- commercial laundries
- funeral homes
- schools
- nursing care facilities
- personal care homes with more than six (6) clients
- child or adult day care facilities with more than six (6) clients
- residential facilities containing food service establishments

If proposal will use on-site sewage disposal, please contact the Land Use Section (404) 508-7900.

Any proposal, which will alter wastewater flow to an on-site sewage disposal system, must be reviewed by this office prior to construction.

This office must approve any proposed food service operation or swimming pool prior to starting construction.

Public health recommends the inclusion of sidewalks to continue a preexisting sidewalk network or begin a new sidewalk network. Sidewalks can provide safe and convenient pedestrian access to a community-oriented facility and access to adjacent facilities and neighborhoods.

For a public transportation route, there shall be a 5ft. sidewalk with a buffer between the sidewalk and the road. There shall be enough space next to sidewalk for bus shelter's concrete pad installation.

Since DeKalb County is classified as a Zone 1 radon county, this office recommends the use of radon resistant construction.

7/30/2026

N1-2026-1098

TA-26-1248180

Amendment

- Text amendment. See general comments

N2-2026-1099

LP-26-1248188

5561-5567 Memorial Drive, Stone Mountain, GA 30083

- See general comments

N3-2026-1100

Z-26-1248190

5561-5567 Memorial Drive, Stone Mountain, GA 30083

- See general comments.

N4-2026-1101

SLUP-26-1248176

4850 Redan Road, Stone Mountain, GA 30088

- SLUP. See general comments.

N5-2026-1102

Z-26-1248179

3970 Norman Road, Stone Mountain, GA 30083

- Child daycare center. DeKalb County Health Regulations prohibits use of on-site sewage disposal systems for child or adult day care facilities with more than six (6) clients.

N6-2026-1103

SLUP-26-1248182

4717 East Anderson Road, Stone Mountain, GA 30083

- SLUP. See general comments.

7/30/2026

N7-2026-1104

SLUP-26-1248184

6252 Memorial Drive, Stone Mountain, GA 30083

- SLUP. See general comments.

N8-2026-1105

SLUP-26-1248185

6252 Memorial Drive, Stone Mountain, GA 30083

- SLUP. See general comments.

N9-2026-1106

Z-26-1248177

729 Old Briarcliff Road, Atlanta, GA 30306

- See general comments.

N10-2026-1107

SLUP-26-1248186

3887 Kirksford Drive, Decatur, Ga 30035

- SLUP. Child daycare facility. See general comments.

N11-2026-1108

SLUP-26-1248172

4110 Glenwood Road, Suite A, Decatur, GA 30032

- SLUP. See general comments.

LAND DEVELOPMENT ANALYSIS

NOTE: PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO ANDREA FOLGHERAIT akfolgherait@dekalbcountyga.gov AND/OR LASONDRA HILL lahill@dekalbcountyga.gov

The following areas below may warrant comments from the Development Division. Please respond accordingly as the issues relate to the proposed request and the site plan enclosed as it relates to Chapter 14. You may address applicable disciplines.

CASE #: _____

ADDRESS/PARCEL ID: _____

• Transportation/Access/Row: _____

• Stormwater Management: _____

• Flood Hazard Area/Wetlands: _____

• Landscaping/Tree Preservation: _____

• Tributary Buffer: _____

• Fire Safety: _____

Signature

DEPARTMENT OF PLANNING & SUSTAINABILITY

NOTE: PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO ANDREA FOLGHERAIT akfolgherait@dekalbcountyga.gov AND/OR LASONDRA HILL lahill@dekalbcountyga.gov

PUBLIC WORKS – **ROADS & DRAINAGE** - ZONING COMMENTS FORM

CASE #: _____

ADDRESS/PARCEL: _____

Drainage Basin: _____

Upstream Drainage Area: _____

Percentage of Property in 100-Year Floodplain: _____

Impact on property (flood, erosion, sedimentation) under existing zoning: _____

Required detention facility(s): _____

COMMENTS: _____

Akin Akinsola

Signature

DEPARTMENT OF PLANNING & SUSTAINABILITY

NOTE: PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO ANDREA FOLGHERAIT
akfolgheraite@dekalbcountyga.gov AND/OR LASONDRA HILL lahill@dekalbcountyga.gov

PUBLIC WORKS – **WATER & SEWER** - ZONING COMMENTS FORM

CASE #: _____

ADDRESS: _____

WATER

Size of existing water main: _____ adequate: _____ inadequate: _____

Distance of property to nearest main: _____ Size of line required, if inadequate: _____

SEWER

Outfall Servicing Project: _____

Is sewer adjacent to property? Yes No If no, distance to the nearest line: _____

Water Treatment Facility: _____

Sewage Capacity: _____ (MGPD) Current Flow: _____ (MGPD)

COMMENTS: _____

Signature

DEPARTMENT OF PLANNING & SUSTAINABILITY

NOTE: PLEASE RETURN ALL COMMENTS VIA EMAIL TO EXPEDITE THE PROCESS TO ANDREA FOLGHERAIT akfolghera@dekalbcountyga.gov AND/OR LASONDRA HILL lahill@dekalbcountyga.gov

PUBLIC WORKS – **TRAFFIC ENGINEERING** - ZONING COMMENTS FORM

CASE #: SLUP-26-1248186 (2026-1107)

ADDRESS/PARCEL: 3387 Kingsford Drive; 15 189 03 002

3887 Kirksford Dr

ADJACENT ROADWAY(S):

CLASSIFICATION:

Capacity (TPD):

Capacity (TPD):

Latest Count (TPD):

Latest Count (TPD):

Hourly Capacity (VPH):

Hourly Capacity (VPH):

Peak Hour Volume (VPH):

Peak Hour Volume (VPH):

Existing number of traffic lanes:

Existing number of traffic lanes:

Proposed number of traffic lanes:

Proposed number of traffic lanes:

Proposed right-of-way width:

Proposed right-of-way width:

Please provide additional information relating to the following statement.

According to studies conducted by the Institute of traffic (latest edition applicable), churches generate an average of fifteen (15) vehicle trip end (VTE) per 1, 000 square feet of floor area, with an eight (8%) percent peak hour factor. Based on the above formula, the _____ square foot place of worship building would generate _____ vehicle trip ends, with approximately _____ peak hour vehicle trip ends.

Single Family residence, on the other hand, would generate ten (10) VTE's per day per dwelling unit, with a ten (10%) percent peak hour factor. Based on the above referenced formula, the _____ (Single Family Residential) District designation which allows a maximum of _____ units per acres, and the given fact that the project site is approximately _____ acres in land area, _____ daily vehicle trip end, and _____ peak hour vehicle trip end would be generated with residential development of the parcel.

COMMENTS: Did not see any Traffic Engineering Concerns
at this time

Rolandell

Signature

**SPECIAL LAND USE PERMIT (SLUP) APPLICATION
PCH/CCI (4-6 Clients)**SLUP Request for: ☐ Clients Over 18 Years of Age ☐ Clients Under 18 Years of Age (check one)Applicant/Owner Name: **Erin Royster**Distance to the closest Personal Care Home/Child Care Institution: **4,224 feet**Subject Property Address: **3887 Kirksford Dr**City: **Decatur** State: **GA** Zip: **30035**Parcel ID Number(s): **15 189 03 002**Acreage: **.25** Commission District(s): **5 & 7** Super District: _____Existing Zoning District(s): **R-75** Proposed Zoning District(s): **R-75**Existing Land Use Designation(s): **SUB** Proposed Land Use Designation(s): **SUB** (if applicable)

I hereby authorize the staff of the Planning and Sustainable Department to inspect the property that is the subject of this application.

Owner ☐ Agent ☐ **Erin Royster****6/15/26**

Date

**NOTE: PLEASE BE MINDFUL THAT THE APPLICATION AND ALL OF ITS CONTENTS IS A
PUBLIC RECORD ONCE SUBMITTED AND ACCEPTED FOR A ZONING CYCLE.****SPECIAL LAND USE PERMIT (SLUP) APPLICATION FEE:
\$400.00****DeKalb County does not require payment by wire transfer.
Be aware of scammers and fraudulent emails.**

Notice of Special Land Use Permit (SLUP) Application Community Meeting

Dear Property Owner,

I am planning to apply for a DeKalb County Special Land Use Permit (SLUP) to operate a small in-home childcare program at my residence located at:

**3887 Kirksford Drive
Decatur, GA 30035**

You are invited to attend a community meeting to learn more about the proposed request, ask questions, and share your input.

Date: June 3, 2026

Time: 7:30 PM EST

Location: Virtual Meeting via Zoom

Zoom Link:

<https://us05web.zoom.us/j/3360280447?pwd=bTlzTFBRY0tiRmR1cUhVRGRoRHlvQT09&omn;=82357683653>

Meeting ID: 336 028 0447

Passcode: 5666eT

If you experience any technical difficulties accessing the meeting, please contact me directly.

Phone: [REDACTED]

Email: [REDACTED]

I appreciate your time and welcome your participation.

Sincerely,

Erin Royster



Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Hubert Oneal Jr
3878 Kirsford Dr
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Bertha Mae Jones
1781 Woodside Dr
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Floyd A Walker
3896 Kirsford Dr
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Tina M Boyd
1775 Woodside Dr
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Lajoyce B Lowe
3902 Kirsford Dr
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Carlotta Richardson
1749 Woodside Dr
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Eleza Glover
3908 Kirsford Dr
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

James R Gunter
6001 Shadburn Ferry Rd
Buford, GA 30518

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

J Muir Holdings LLC
227 Sandy Springs Pl STE B 113
Sandy Springs, GA 30328

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Peachcrest Management LLC
4477 Sims Ct
Tucker, GA 30084

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Charniell Tripp
121 Glen Acres CT
Decatur, GA 30035

Erin Royster
3887 Kirsford Dr
Decatur, GA 30035

Star 2072 SFR3 Borrower LP
PO Box 4900
Scottsdale, AZ 85261

DGW



Erin Royster

Participants (2)

Erin Royster (Host, me)

DGW

Invite Mute all More

LETTER OF APPLICATION

Special Land Use Permit Request

Tiny Sprouts In-Home Daycare

To Whom It May Concern,

I respectfully request approval of a Special Land Use Permit to operate a Family Child Care Learning Home at my residence located at 3887 Kirksford Drive, Decatur, Georgia.

My goal is to provide a safe, nurturing, and high-quality early childhood environment for families in the local community. Many working parents face challenges finding affordable, reliable, and individualized childcare. A small home-based childcare setting offers children a consistent, family-oriented environment while supporting the needs of local families.

Qualifications

- Georgia CDA Credential.
- CPR and First Aid Certification.
- Professional childcare experience in licensed and home settings.
- Ongoing early childhood training.
- Parent of two children.

Three Key Functions

1. Safe and attentive supervision.
2. Developmentally appropriate educational and play-based activities.
3. Dependable communication and service for families.

Impact on Neighbors

The daycare will operate on a small scale with limited enrollment. Pick-up and drop-off times are staggered to reduce traffic. Outdoor activities will occur during reasonable daytime hours, and the property will maintain the appearance of a single-family residence.

Addressing Community Concerns

I will maintain communication with neighbors, supervise children at all times, minimize traffic impacts, maintain the property, and comply with all state and local regulations.

Proposed Use

Number of rooms: Designated indoor childcare and rest areas.

Number served: Within Georgia Family Child Care Learning Home limits.

Employees: One owner/operator.

Residents served: Primarily infants, toddlers, and preschool-aged children.

Operations: Supervised play, early learning, reading, arts and crafts, recreation, meals/snacks, rest periods, and developmental activities.

Hours: Monday-Friday, 7:30 AM to 6:00 PM.

Security: Appropriate safety and security measures are utilized.

Parking: Off-street parking is available.

Conclusion

Tiny Sprouts In-Home Daycare seeks to provide a valuable neighborhood service while preserving the residential character of the community and complying with all applicable regulations. I respectfully request approval of this Special Land Use Permit.

Thank you for your consideration.

Sincerely,

Erin Royster

Owner/Operator

Tiny Sprouts In-Home Daycare

SPECIAL LAND USE PERMIT CRITERIA RESPONSE

Tiny Sprouts In-Home Daycare

Tiny Sprouts In-Home Daycare

3887 Kirksford Drive, Decatur, Georgia

The following responses address the Special Land Use Permit criteria established by DeKalb County.

A. Site Adequacy

The property is adequate for the proposed Family Child Care Learning Home. The residence provides sufficient indoor and outdoor space for childcare activities while preserving the residential character of the neighborhood. The program does not intend to exceed six children and approximately four off-street parking spaces are available within the driveway for residents and daycare operations.

B. Compatibility

The proposed use is compatible with surrounding residential properties. Tiny Sprouts will operate on a small scale with limited enrollment. Traffic impacts will be minimized through staggered arrivals and departures. The use will not generate excessive noise, odors, dust, smoke, or vibration beyond normal residential activity.

C. Public Services

Existing public utilities and emergency services adequately support the proposed use.

D. Traffic Capacity

Existing public streets are adequate to accommodate the limited traffic associated with a Family Child Care Learning Home. Drop-off and pick-up periods are brief and staggered.

E. Ingress and Egress

Safe ingress and egress are available for vehicles and pedestrians. Off-street parking is provided and emergency access will be maintained.

F. Hours of Operation

Hours will be Monday through Friday, 7:30 a.m. to 6:00 p.m. Activities will be supervised and conducted with consideration for neighboring properties.

G. Zoning Consistency

The proposed Family Child Care Learning Home is an appropriate residential use subject to approval of the SLUP.

H. Comprehensive Plan

The proposed use supports neighborhood-serving services by expanding access to quality childcare for local families.

I. Refuse and Service Areas

Normal residential refuse collection services are adequate and waste will be managed in a sanitary manner.

J. Duration

The applicant respectfully requests long-term approval subject to continued compliance with all applicable regulations.

K. Size and Scale

No substantial exterior changes are proposed. Operations will occur within the existing residence and no adverse visual or shadow impacts are anticipated.

L. Historic Resources

The proposed use will not adversely affect historic or archaeological resources.

M. Supplemental Regulations

Tiny Sprouts will comply with all applicable DeKalb County and State of Georgia childcare regulations.

N. Community Need

Tiny Sprouts addresses a community need by providing safe, reliable, high-quality childcare in a family-oriented setting for working families while maintaining neighborhood compatibility.

Conclusion

Tiny Sprouts In-Home Daycare represents a low-impact, neighborhood-compatible use that provides an important community service. The applicant respectfully requests approval of the Special Land Use Permit.

Respectfully submitted,

Erin Royster

Owner/Operator

Tiny Sprouts In-Home Daycare

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A. Njoku

Authorization

The property owner should complete this form or a similar signed and notarized form if the individual who will file the application with the County is not the property owner.

06/15/2026

Date

TO WHOM IT MAY CONCERN:

I/We Chieu Sok

Chieu Sok

Name of Owner(s)

being owner of the above-mentioned subject property hereby delegate authority to:

Erin Royster

Name of Agent or Representative(s)

to file an application on my/our behalf.

Amanda J. Mincieli

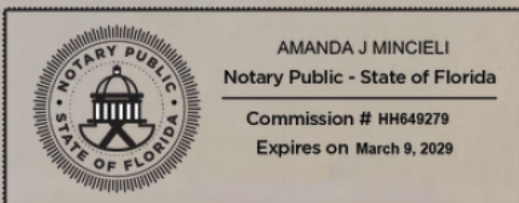
Notary Public

Chieu Sok

Owner

06/15/2026

Date



Notarized remotely online using communication technology via Proof.

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A. Njoku

DISCLOSURE OF CAMPAIGN CONTRIBUTION

In accordance with the Conflict of Interest in Zoning Act, OCGA Chapter 36-67A, the following questions must be answered.

Have you, the applicant, made \$250.00 or more in campaign contributions to a local government official within two years preceding the filing of this application?

☐ Yes ☐ No

If the answer is yes, you must file a **Disclosure Report** with the governing authority of DeKalb County showing:

***Notary seal not needed if answer is "No"**

1. The name and official position of the local government official to whom the campaign contribution was made.
2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution.

The **Disclosure** must be filed within 10 days after the application is first filed and must be submitted to:

CEO Lorraine Cochran-Johnson
1300 Commerce Drive
Decatur, GA 30030

DeKalb County Board of Commissioners
1300 Commerce Drive
Decatur, GA 30030

Notary

Erin Royster 6/15/26

Applicant/Agent Signature

Date

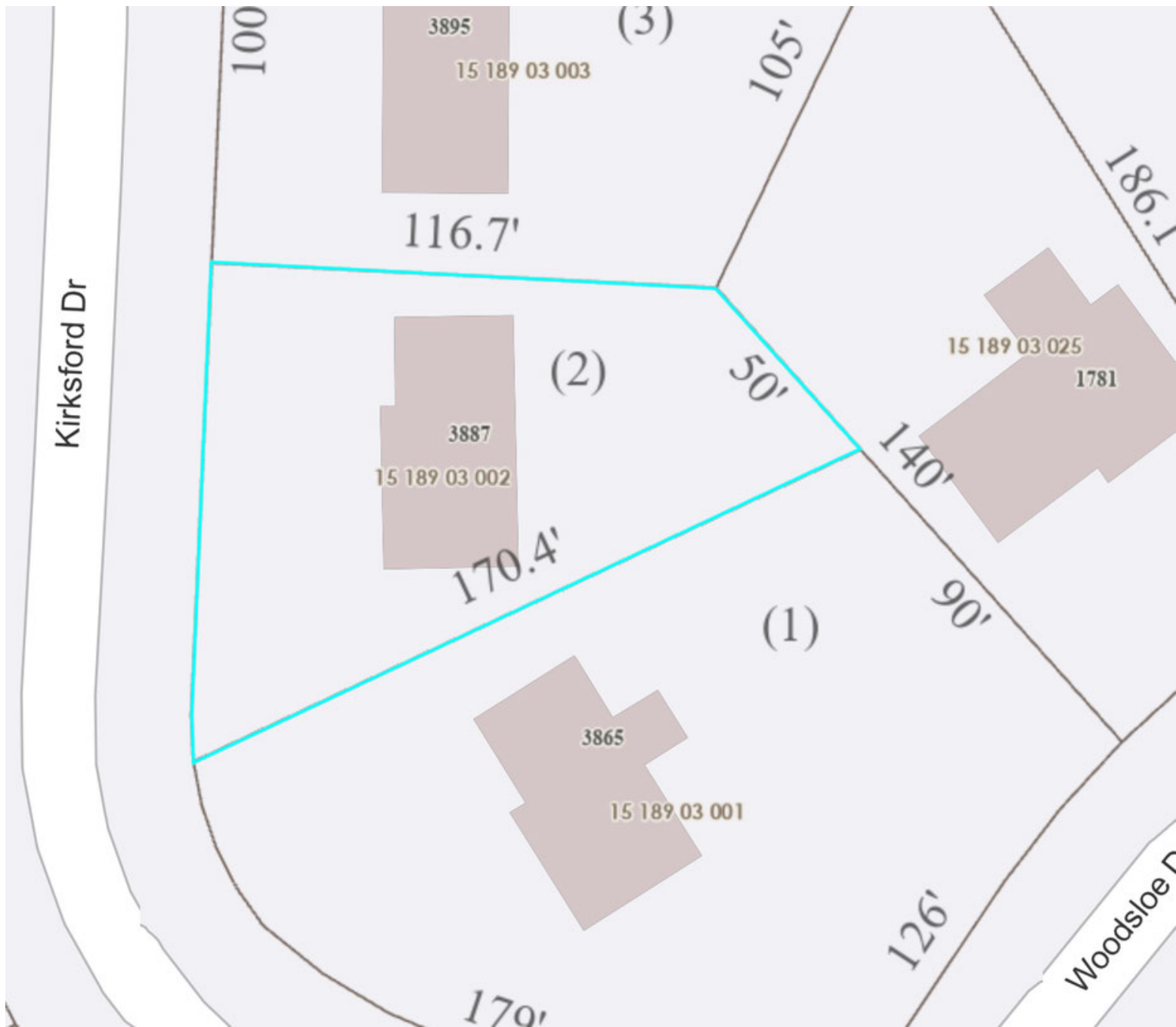
Check one ☐ Owner ☒ Agent

Expiration Date/ Seal









DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief of Executive Officer
Lorraine Cochran-Johnson

Director
Juliana A. Njoku

PRE-APPLICATION FORM REZONE, SPECIAL LAND USE PERMIT, MODIFICATION, AND LAND USE (Required prior to filing application. Signed copy of this form must be submitted at filing.)

Applicant(s) Name: Erin Royster Phone: [REDACTED]

Email: [REDACTED] Commission District(s): 5 & 7

Property Address: 3887 Kirksford Drive, Decatur 30035

Tax Parcel ID: 15 189 03 002 Acreage: 0.25

Existing Use: _____ Proposed Use: Child daycare, up to six.

Supplemental Regs: _____ Overlay District: No

☐ Rezoning: Existing Zoning: R-75 Proposed Zoning: R-75

DRI: _____ Square Footage/Number of Units: _____

Rezoning Request: n/a

☐ Land Use Plan Amendment - Existing Land Use: SUB Proposed Land Use: SUB Consistent ☐ Inconsistent ☐

Land Use Amendment Request: n/a

☒ Special Land Use Permit Article Number(s) 27- _____

Special Land Use Request(s): Child daycare, 4-6 children.

☐ Major Modification - Existing Zoning Conditions: None

Major Modification Request: n/a

Condition(s) to be modified: n/a

DEPARTMENT OF PLANNING & SUSTAINABILITY

WHAT TO KNOW BEFORE YOU FILE YOUR APPLICATION

Pre-submittal Community Meeting: 06.08.2026 w/15-day notice Calendar Dates: CC: 08.10.2026 (Zoom)

PC: 09.01.2026 (Zoom) BOC: 09.24.2026 (In-Person)

Letter of Intent: X Impact Analysis: X Owner Authorization(s): X Campaign Disclosure: X

Public Notice, Signs: X Tree Survey, Conservation (if applicable): n/a

Submittal Format:

ONE (1) COMBINED, PDF DOCUMENT UPLOAD via OUR ONLINE PORTAL.

Site Plan Checklist, if applicable:

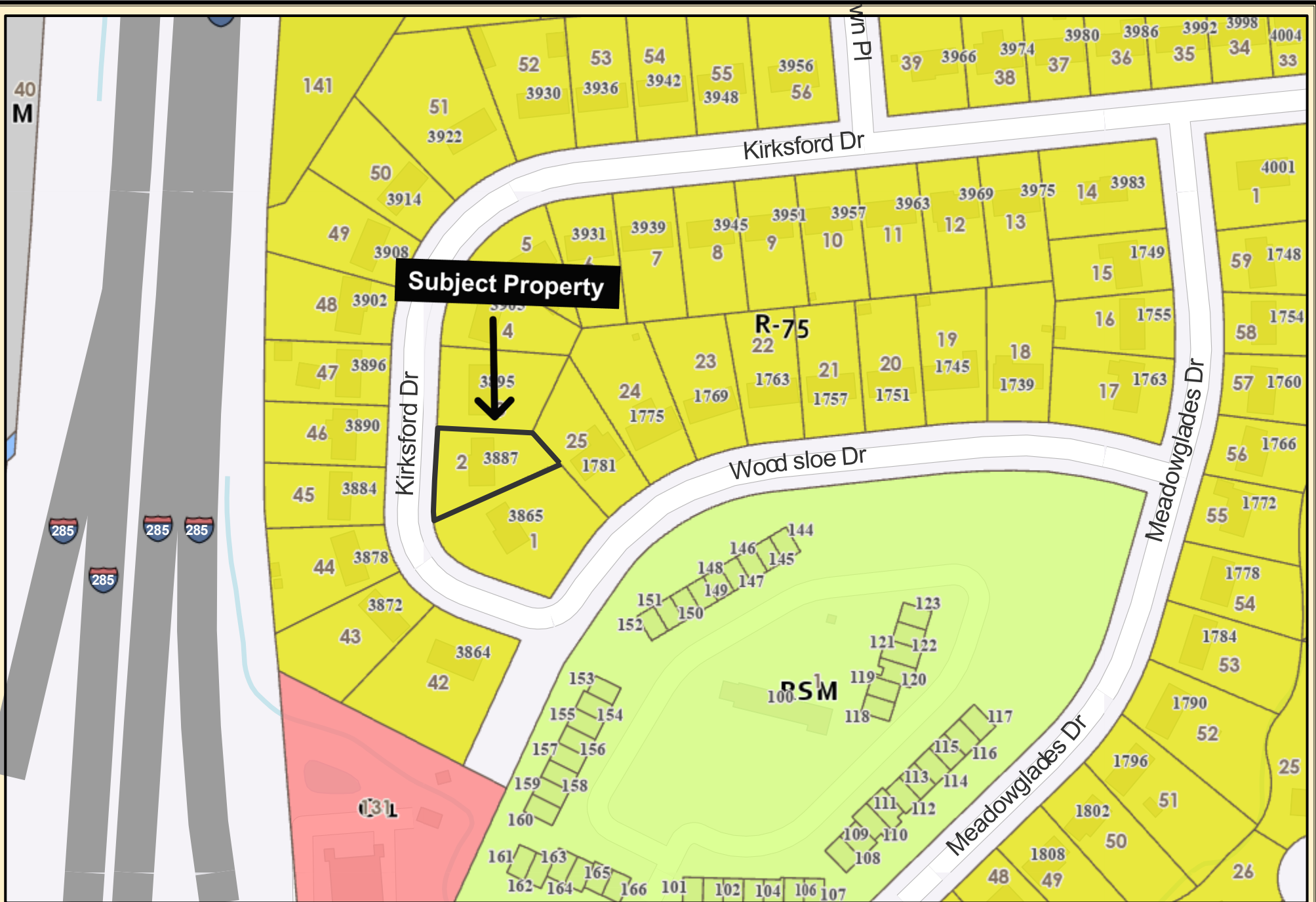
- | | | |
|---|---|------------------------|
| * Density | * Frontage | * Sidewalks |
| * Density Bonuses | * Street Width | * Fencing/Walls |
| * Mix of Uses | * Landscape Strips | * Building Height |
| * Open Space | * Parking - Auto | * Building Separation |
| * Enhanced Open Space | * Parking – Bicycle | * Building Orientation |
| * Pedestrian Plan | * Screening | * Streetscapes |
| * Lot Size | * Perimeter Landscapes | * Garages |
| * Setbacks: front, sides, side corner, rear | * Bldg Materials: Roof, Fenestration, Façade Design | |

Possible Variances: _____

Comments: I provided incorrect information during the pre-application meeting in regards to being
allowed to have 1-3 children. After speaking with the designated Staff member, Ms. Shanikia
Colbert, I learned that process is only for personal care homes for adults. Therefore, the option
of only having/beginning with 1-3 children, is not allowed.

Planner: LaSondra Hill, Admin

Date: April 9, 2026



ArcGIS Web Map

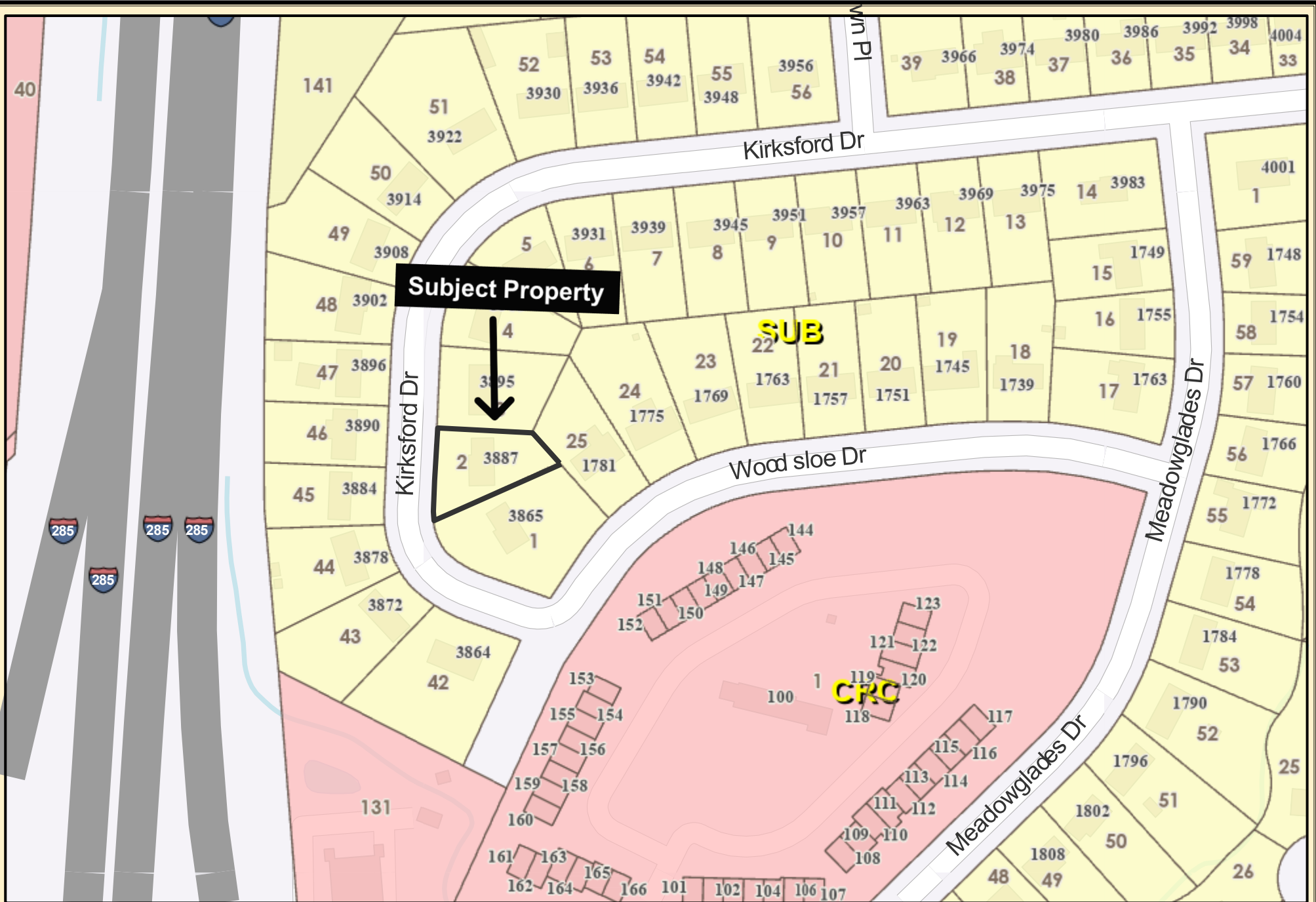
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Date Printed: 7/1/2026



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ArcGIS Web Map

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ArcGIS Web Map



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