

AGENDA
CITY OF BERKELEY LAKE
PLANNING & ZONING COMMISSION
DECEMBER 9, 2025 at 7:15 PM
4040 South Berkeley Lake Road
Berkeley Lake, GA 30096

I. CALL TO ORDER

II. APPROVAL OR CHANGES TO THE AGENDA

III. APPROVAL OF MINUTES

a) September 9, 2025

IV. OLD BUSINESS

V. NEW BUSINESS

a) PZV-25-09 – 3765 North Berkeley Lake Rd. – Variance to Sec. 78-141 and Sec. 78-89(g)(3) to modify a non-conforming boathouse so that the roof comes three feet closer to the opposite shore

VI. CITIZEN COMMENTS

VII. DISCUSSION SESSION

VIII. ADJOURNMENT

**CITY OF BERKELEY LAKE
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
PLANNING & ZONING COMMISSION
DRAFT MINUTES
SEPTEMBER 9, 2025
7:15 PM**

Those in attendance at the meeting were as follows:

Commission Members: Dan Huntington
 Pekka Ignatius
 David Meilander

City Officials: Leigh Threadgill - City Administrator

Citizens Present: 3

I. CALL TO ORDER

Huntington called the meeting to order at 7:15 PM. A quorum of the commission along with City Administrator, Leigh Threadgill, were present at the meeting.

II. APPROVAL OF OR CHANGES TO THE AGENDA

Huntington asked if there were any suggested changes to the agenda.

Meilander moved to approve the agenda. Ignatius seconded the motion. All were in favor and the motion passed.

III. MINUTES

1. Minutes of July 8, 2025

Meilander moved to approve the minutes of the July 8th meeting. Ignatius seconded the motion, and all voted to approve the minutes.

IV. OLD BUSINESS

There was no old business to discuss.

V. NEW BUSINESS

a) PZV-25-08 – 472 Lakeshore Drive – Variance to Sec. 78-197 (10) and Sec. 78-141 to increase the lot coverage limit from 30% to 32.16% and to expand a non-conforming structure

Huntington acknowledged the applicant.

John Purcell, 472 Lakeshore Drive, introduced himself and made a brief presentation about the proposal. He explained the walkway is needed to allow access from the house to the lake. Currently it is only accessible by walking on grass down a steep hill, which is a safety concern. There is no place to sit on the deck currently; it's just a walking deck. Both the deck expansion and walkway are practical considerations.

There was discussion regarding the walkway impact to the septic system.

There was further discussion about the extent of the deck expansion and the criteria for administrative variance consideration.

Ignatius made a motion to recommend approval of the variance. Meilander seconded the motion. All were in favor and the motion passed.

VI. CITIZEN COMMENTS

There were no comments.

VII. DISCUSSION

There was no discussion.

VIII. ADJOURNMENT

Ignatius made a motion to adjourn. Meilander seconded the motion. All were in favor and Huntington adjourned the meeting at 7:36 PM.

Respectfully submitted,

Leigh Threadgill
City Administrator

**City of Berkeley Lake
Staff Analysis**

CASE NUMBER:	PZV-25-09, 3765 N BERKELEY LAKE RD.
RELIEF REQUESTED:	MODIFICATION OF A NON-CONFORMING BOATHOUSE TO COME 3 FEET CLOSER TO OPPOSITE SHORE
EXISTING ZONING:	R-100, RESIDENTIAL
EXISTING USE:	SINGLE FAMILY RESIDENCE
APPLICANT:	JOHN AND BARBARA SKROBKO 3765 N BERKELEY LAKE RD BERKELEY LAKE, GA 30096
OWNERS:	JOHN AND BARBARA SKROBKO SAME AS ABOVE
MEETING DATE:	DECEMBER 9, 2025 P&Z COMMISSION

PROPOSED PROJECT:

The applicant requests a variance to modify a non-conforming boathouse to change the orientation of the boat slip which will result in the roof coming 3 feet closer to the opposite shore for a total distance of 50 feet from the opposite shore. The existing boathouse is non-conforming with respect to height and setback from the opposite shore and will become more non-conforming with regard to the latter after the proposed modification. The current structure is approximately 50- 53 feet from the opposite shore. The proposed modification will require a variance to come three feet closer to the opposite shore. The boathouse modification will comply with all setbacks and maximum area and height standards. A variance to Sec. 78-141 to modify a non-conforming structure is required along with a variance to Sec. 78-89(g)(3) to come three feet closer to the opposite shore.

FINDINGS OF FACT:

- 1.) The existing boathouse, permitted in 1988, is located at 3765 N. Berkeley Lake Rd.
- 2.) It is non-conforming because it is both too tall (17'4" as opposed to 14') and too close to the opposite shore (50-53 feet instead of 75 feet).
- 3.) The project consists of replacing the existing dock, boathouse and deck, reusing the existing pylons, and rotating the boat slip 90 degrees from its current position and extending the roof three feet towards the opposite shore to completely cover the boat.
- 4.) For the project to be permitted, a variance to Sec. 78-141 to allow the modification of a non-conforming structure as well as a variance to Sec. 78-89(g)(3) to vary the 75-foot setback from the opposite shore will be required.
- 5.) While the boathouse currently measures 17'4" high from mean water level, the applicant proposed lowering the roof height as part of this project so that it will be 14 feet as required.
- 6.) The resulting structure will comply with all boathouse requirements of Section 78-89 except 78-89(g)(3), distance from the opposite shore.

- 7.) Only the roof of the boathouse will come three feet closer to the opposite shore. The boathouse floor/dock will not come any closer to the opposite shore.
- 8.) North Berkeley Lake Road is adjacent to the north; Lake Berkeley is adjacent to the south and single-family residences are adjacent to the east and west.

STANDARDS FOR APPROVAL:

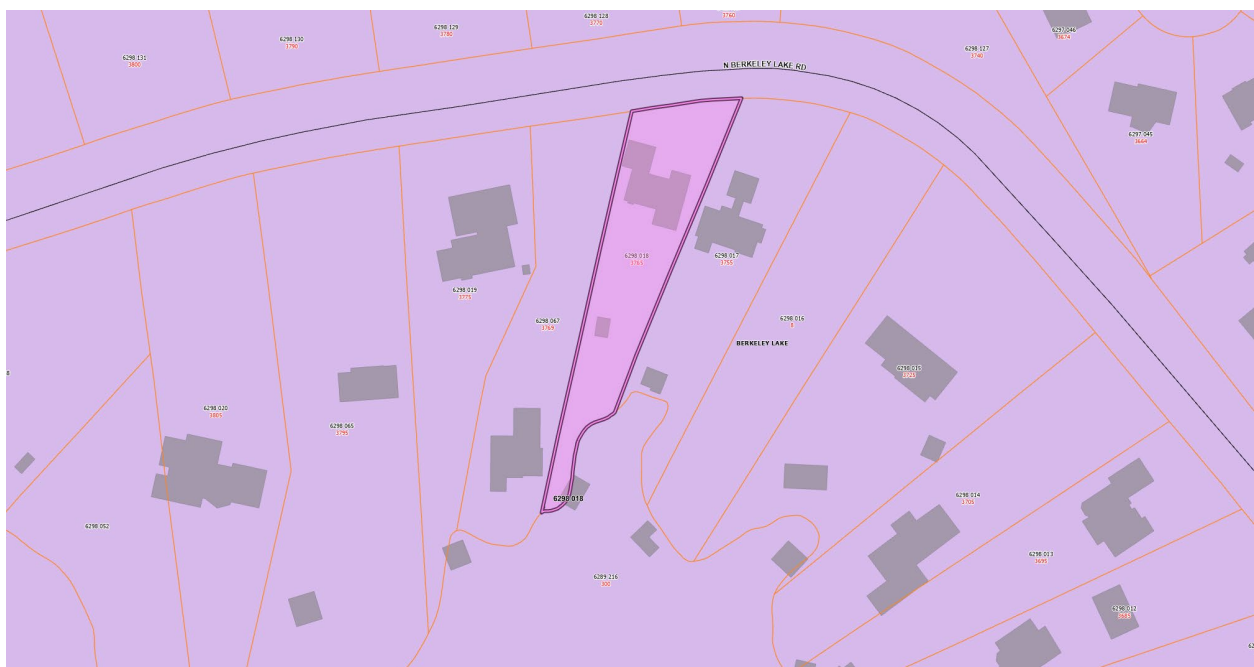
In considering whether to grant or deny this variance request, the commission must evaluate the application based on the criteria specified in Section 78-366 (a)(1) of the zoning ordinance:

a) *Applications for variances.*

(1) *All applications for variances shall be submitted initially, in writing, to the planning and zoning commission of the city, which shall consider these requests at its next called meeting. The planning and zoning commission may authorize such variance from the terms of this zoning chapter as will not be contrary to the public interest. The spirit of this chapter shall be observed, the public safety, health and welfare secured and substantial justice done. At the hearing, any party may appear in person or have authorized representation. Such variances may be granted in individual cases if the planning and zoning commission finds that:*

- a. *There are extraordinary and exceptional conditions pertaining to the particular property in question because of its size, shape or topography; and*
- b. *The application of this chapter to this particular piece of property would create an unnecessary hardship; and*
- c. *Such conditions are peculiar to the particular piece of property involved; and*
- d. *Such conditions are not the result of any actions of the property owner; and*
- e. *Relief, if granted, would not cause substantial detriment to the public nor impair the purposes or intent of this chapter; and*
- f. *The variance is granted for a use of land or building or structure that is not prohibited by this chapter.*

LOCATION MAP



AERIAL PHOTOS





Application for Variance

For Office Use Only	
Application #:	V/AV 25-09
Check #:	2450 Cash: _____
Date Paid:	10/21/25
P&Z hearing date:	12/9/25
Action:	_____
Appeal filed:	_____
Council hearing date:	_____
Account 100.34.1390.2	
Variance App	\$ 450.00

Part 1: Applicant Information

APPLICANT IS: Owner Agent Attorney

NAME John Skrobko DATE October 19, 2025

MAILING ADDRESS 3765 North Berkeley Lake Road, NW

CITY Berkeley Lake STATE GA ZIP 30096-3009

TELEPHONE _____ MOBILE [REDACTED] FAX _____

E-MAIL [REDACTED]

Part 2: Property Owner Information

NAME(S) John and Barbara Skrobko

MAILING ADDRESS same as above

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ MOBILE _____ FAX _____

E-MAIL _____

Part 3: Property and Use Information

PROPERTY ADDRESS 3765 North Berkeley Lake Road, NW PARCEL ID 1 and lot 298

PARCEL SIZE 0.582 acres ZONING Residential

EXISTING USE Residential

I am requesting relief from code section article IV section 78-89 g3 for the purpose of:

Dock renovation to include complete replacement of dock boathouse and deck, reusing existing steel/concrete/brick pylons, while rotating the boat access opening 90 degrees from the current position, so that the boat bow will face the shore. In order to cover the entire boat, the roof must extend three more feet towards the opposite shore.

NOTICE: The granting of a Variance does not affect any requirement for a Building Permit for proposed construction.

The following supplemental documentation must be submitted with this application:

- Letter of Intent describing the proposed construction, development or improvements.
- Site Plan showing all existing and proposed improvements on the property.
- Survey of the property

Variance Application: Part 3: Property and Use Information (continued)

Applicant: Please provide written responses to the following items in order to support the request. Attach a separate sheet if necessary:

1) Explain the extraordinary and exceptional conditions pertaining to the size, shape or topography of the subject property; OR if this request is for the expansion of a non-conforming structure, explain whether granting the variance would result in an increase in the non-conforming aspects of the structure.

The entire length of shoreline of the property is less than 75 feet from the opposite shore, thereby making adherence to 78-89 g3 impossible. The existing structure has been in place since 1988. Granting this variance will decrease the distance between the boathouse roof and the opposite deck from 28 to 25 feet.

2) Explain how the application of the ordinance to the subject property would create an unnecessary hardship.

Four reasons for this request:
1) Boathouse decking is failing and must be removed, along with entire boathouse structure.
2) Rotating the direction of boat placement will make it easier to park the boat.
3) Extension of the roof is to cover the entire boat.
4) Much more practical shape and usability of resulting deck.

3) Explain how the conditions are peculiar or unique to the subject property.

Boat storage and lake view are restricted by the narrow nature of the cove between two properties.

4) Are the conditions requiring a variance the result of any actions of the property owner? If YES, explain.

No, simply to renovate the existing structure (37 years old) and to improve usefulness.

5) What, if any, detriment to the public or impairment to the purposes of the ordinance would result if the variance were granted.

The foundation pylons for the renovated boathouse will remain the same. The roofline will be extended 3 feet. As viewed from above, the distance from the opposite dock to this dock will be reduced slightly. There will be no detriment to the water channel. It will remain the same width.

6) Is the proposed use of land, building or structure permitted by the zoning ordinance?

Yes, because the cited ordinance was never meant to prevent construction of a boathouse adjacent to lakefront property.

I hereby make application to the City of Berkeley Lake, Georgia for the above referenced property. I do hereby affirm that the information provided here, above and contained in all material I submit for the purposes of supporting my request for a Variance, to the best of my knowledge is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken as a result of this application. I understand that it is my/our responsibility to conform to all City of Berkeley Lake ordinances in full and obtain any additional permits as may be required and that failure to do so will result in enforcement action taken by the City.

Applicant's Signature John Shrestha Date 10/19/2025
Owner's Signature same Date _____

Letter of Intent - Boathouse Renovation
John and Barbara Skrobko
3765 North Berkeley Lake Road

Motivation

Our existing boathouse and dock is 37 years old and in need of repair. After discussions with our preferred dock contractor, it became clear that the best approach is to remove the entire structure except for the pylons that support it from the lake bottom. These pylons consist of 4" steel pipes drilled 6 feet into the lake bottom, 12" deep concrete footings, and 2 feet square brick columns filled with concrete. They range from 2 to 14 feet tall.

Topography

Our land lot 298 is a hilly, wedge shaped lot located in a cove shared by one neighboring lot. This forced the ideal dock location to be as far outside of the cove as possible, while not violating existing ordinances. This was discussed with Warren Coleman, the current Zoning Enforcement Officer at the time.

Intent

Our intent is to rebuild our boathouse and dock. Our desire is to rotate the boat slip from currently parallel to the shore to one perpendicular to the shore. This will simplify parking the boat as well as enhancing the usefulness of the surrounding decking. In order to provide cover for our existing 20 foot boat in this orientation, we will need to extend the roofline 3 feet further from our shore.

Need for a variance

There is currently 28 feet of separation between our dock and the neighboring dock, which is approximately 25 feet from its shore. We would like to reduce this by 3 feet.

Applicable ordinances:

(sect 78-89 g1): 25 feet maximum into the lake from the shoreline

The present structure is 21 feet maximum from the shoreline. We are requesting a 3 feet roof addition which results in 24 feet maximum for the roof. The waterline structure, pylon and decking, will not change, therefore not causing any additional obstruction to boats.

(sec 78-89 g2): 12.5 feet setback from side lot line

The present structure is 15 feet from the side lot line. This will not be changed.

(sec 78-89 g3): 75 feet minimum from the opposite shore

Due to the lot shape and narrow cove to the opposite shore, this can not be met. This was waived in 1988 before construction of the existing boathouse. We are requesting reducing the distance to the opposite shore at the roof level by 3 feet, or a resulting distance of approximately 50 feet.

(sect 78-89 g4): 14 feet maximum in height measured from the mean water level

The present structure is 17 feet 4 inches maximum from the mean water level. We intend to adjust the roof pitch to not exceed the 14 feet maximum height.

(sect 78-89 g5): 875 feet maximum gross waterfront decking square footage including boat slip

The present waterfront coverage consists of the boathouse structure, surrounding decking, and a nearby bridge. This total is approximately 853 square feet. The roof will be resized and surrounding decking will be reduced such that this grand total will remain under the 875 square feet maximum.

(sect 78-89 g6): 675 square feet maximum roof area

The present roof is $28 \times 18.6 = 520$ square feet. The new roof will be 583 square feet.

(sect 78-89 g7): 100 square feet maximum enclosed area

There will be no enclosed area.

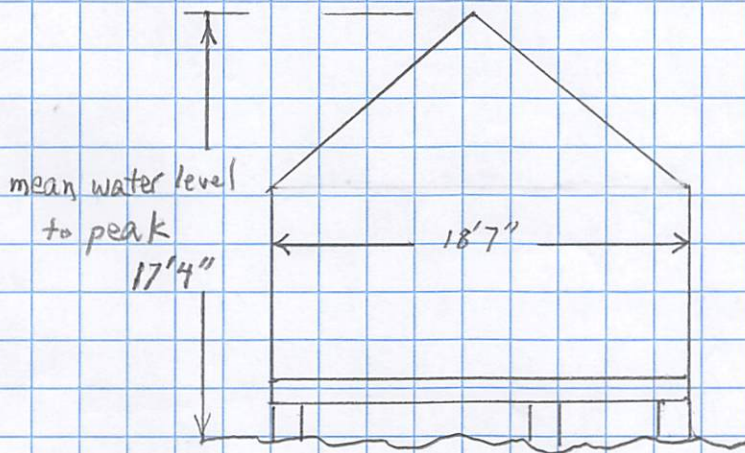
Attachments:

In addition to the completed Application for Variance form and this letter of intent, the following are attached:

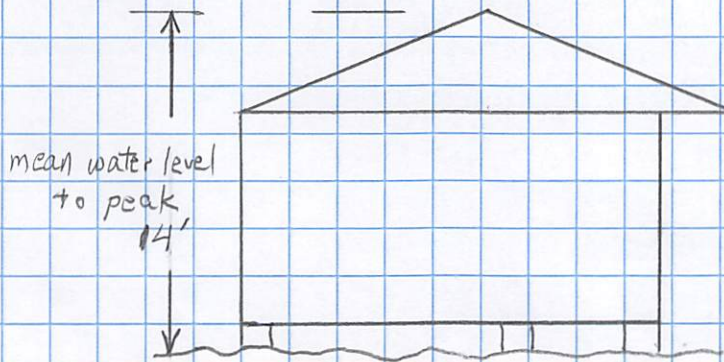
1. Existing Site Plan (sketch) – showing the existing roof, pylons, setback, boat slip location, and orientation to opposite shore boat dock
2. Proposed Site Plan (sketch) – showing same as previous except resizing of the roof
3. Existing and Proposed Elevation (sketch) – showing side view of boathouse
4. Existing Survey with boathouse location added
5. Zoomed in version of the above
6. Proposed Survey with boathouse location added
7. Zoomed in version of the above

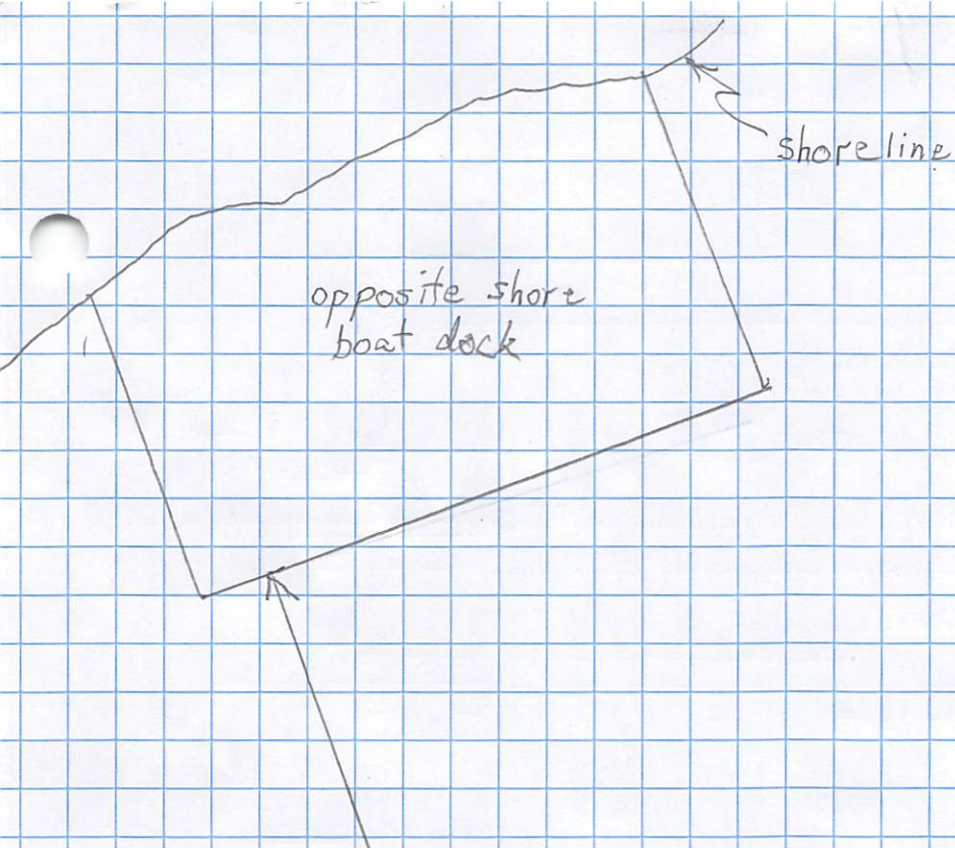
Elevation Diagrams

Existing (Gable Roof)



Proposed (Hip Roof)

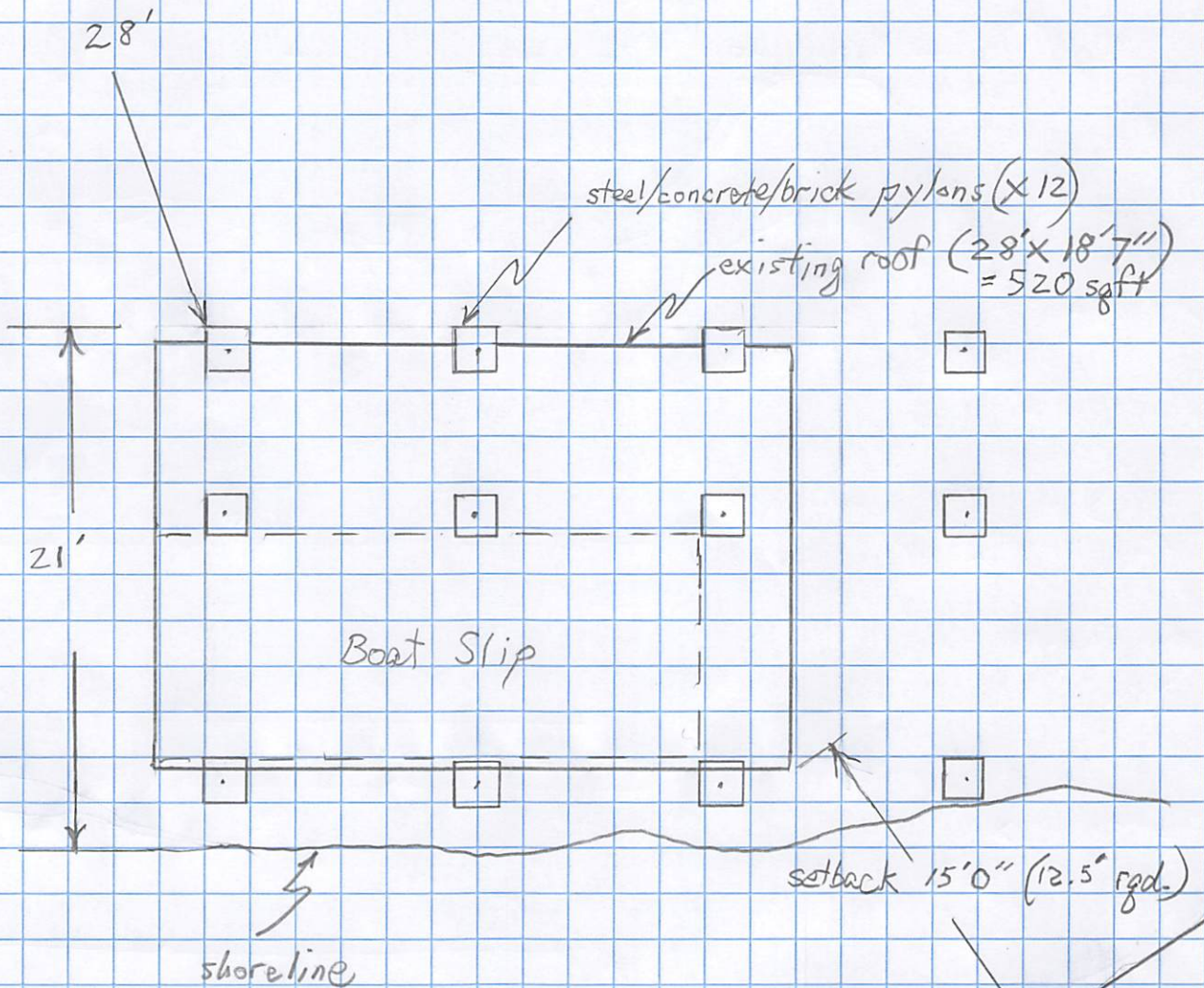




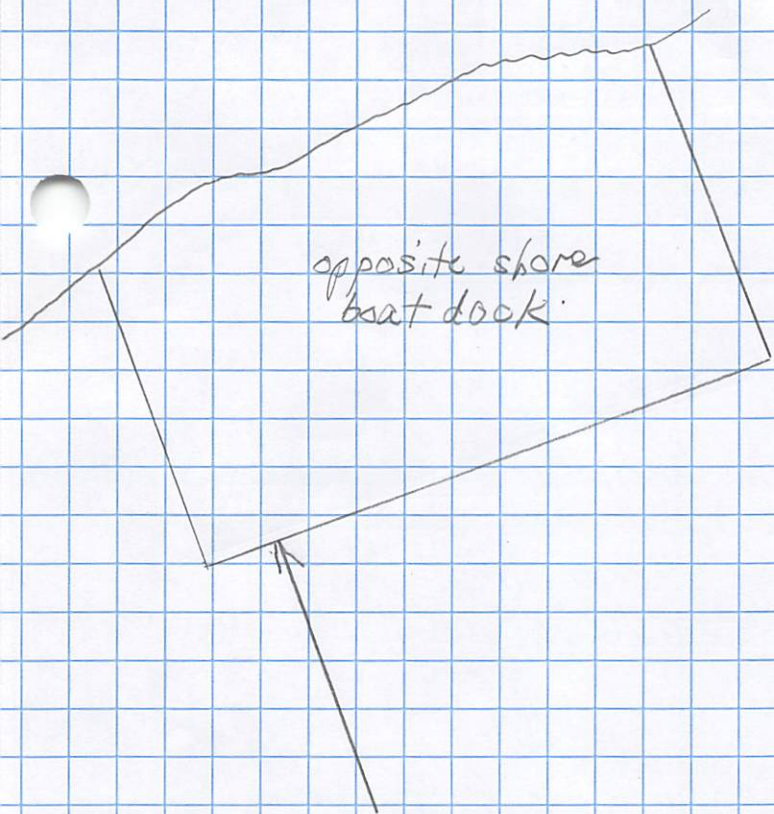
Existing Site

Plan
3765 North Berkeley Lake Rd.

Berkeley Lake →



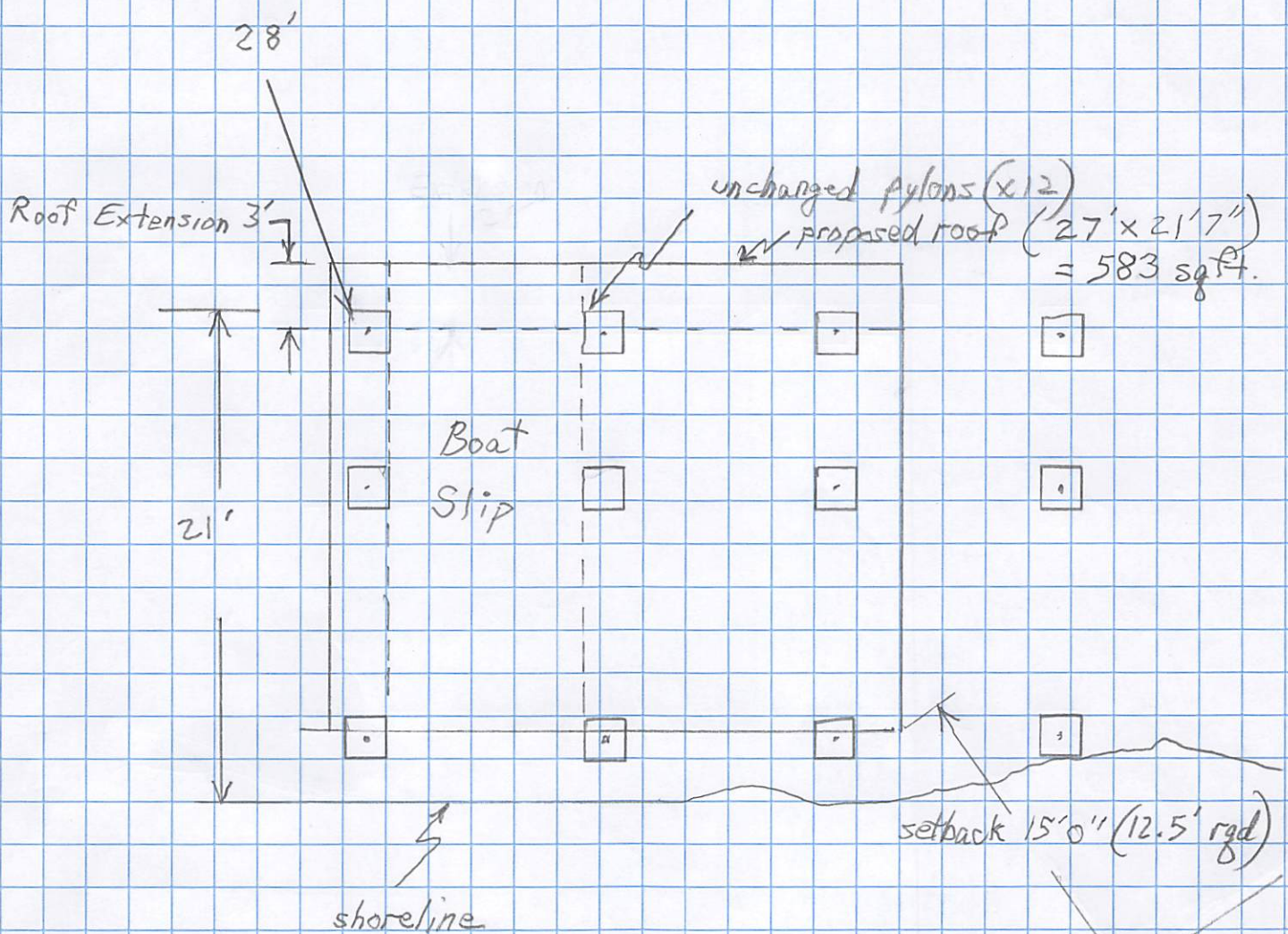
scale: 1/8" per foot



Proposed Site Plan

3765 North Berkeley Lake Rd.

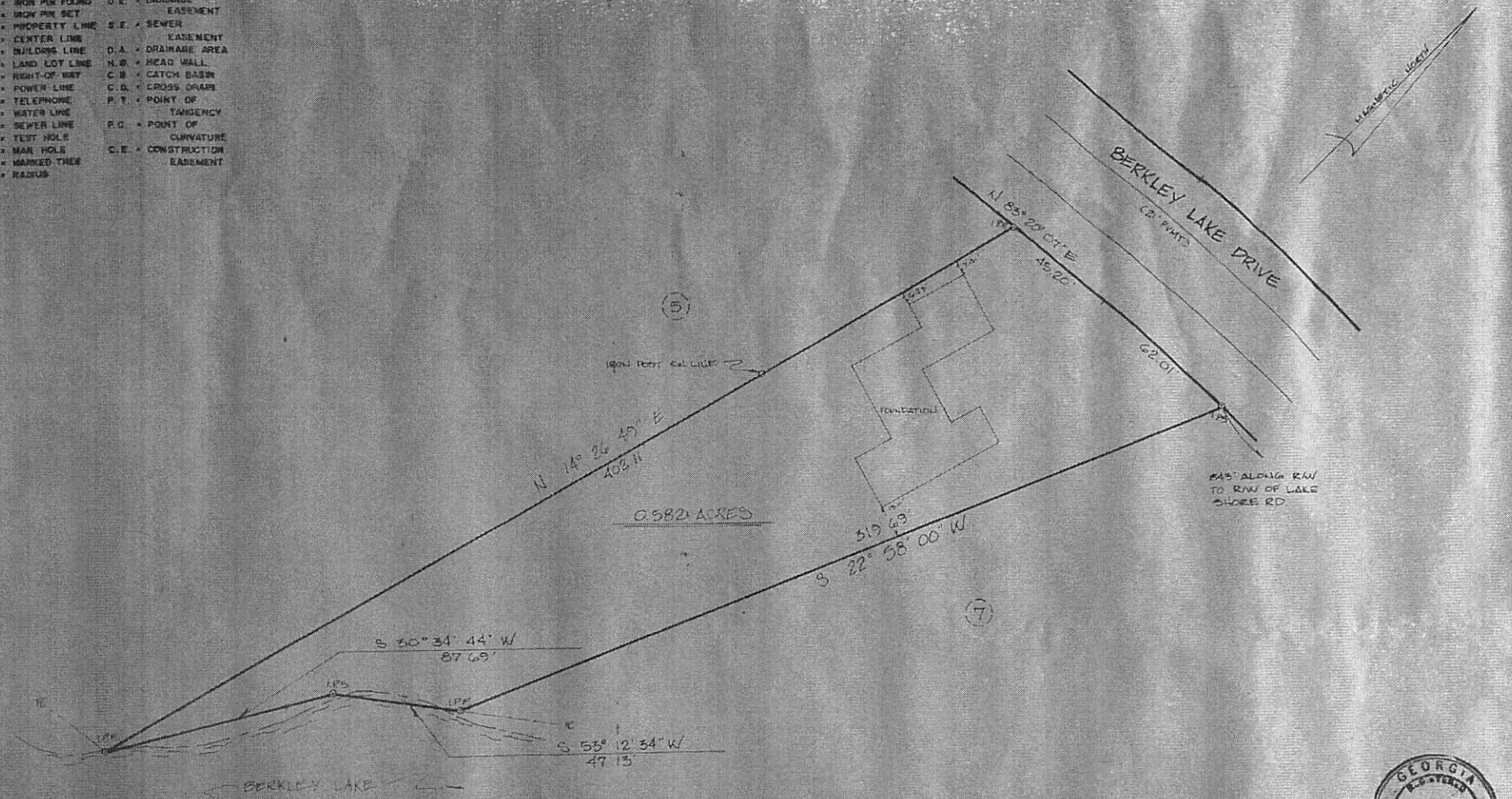
Berkeley Lake



scale: 1/8" per foot

LEGEND

- I.P.S. - IRON PIN FOUND
- I.P.S. - IRON PIN SET
- P.L. - PROPERTY LINE
- C.L. - CENTER LINE
- B.L. - BUILDING LINE
- L.L. - LAND LOT LINE
- R/W - RIGHT-OF-WAY
- P.L. - POWER LINE
- T.L. - TELEPHONE
- W.L. - WATER LINE
- S.L. - SEWER LINE
- T.H. - TEST HOLE
- M.H. - MAN HOLE
- M.T. - MARKED TREE
- R. - RADIUS
- D.E. - DRAINAGE EASEMENT
- S.E. - SEWER EASEMENT
- D.A. - DRAINAGE AREA
- H.W. - HEAD WALL
- C.B. - CATCH BASIN
- C.D. - CROSS DRAIN
- P.T. - POINT OF TANGENCY
- P.C. - POINT OF CURVATURE
- C.E. - CONSTRUCTION EASEMENT



0.5821 ACRES

LOT 6, AREA 3
BERKLEY LAKE PROPERTIES



LAND LOT 298 3rd DISTRICT
GWINNETT COUNTY, GEORGIA

page 6

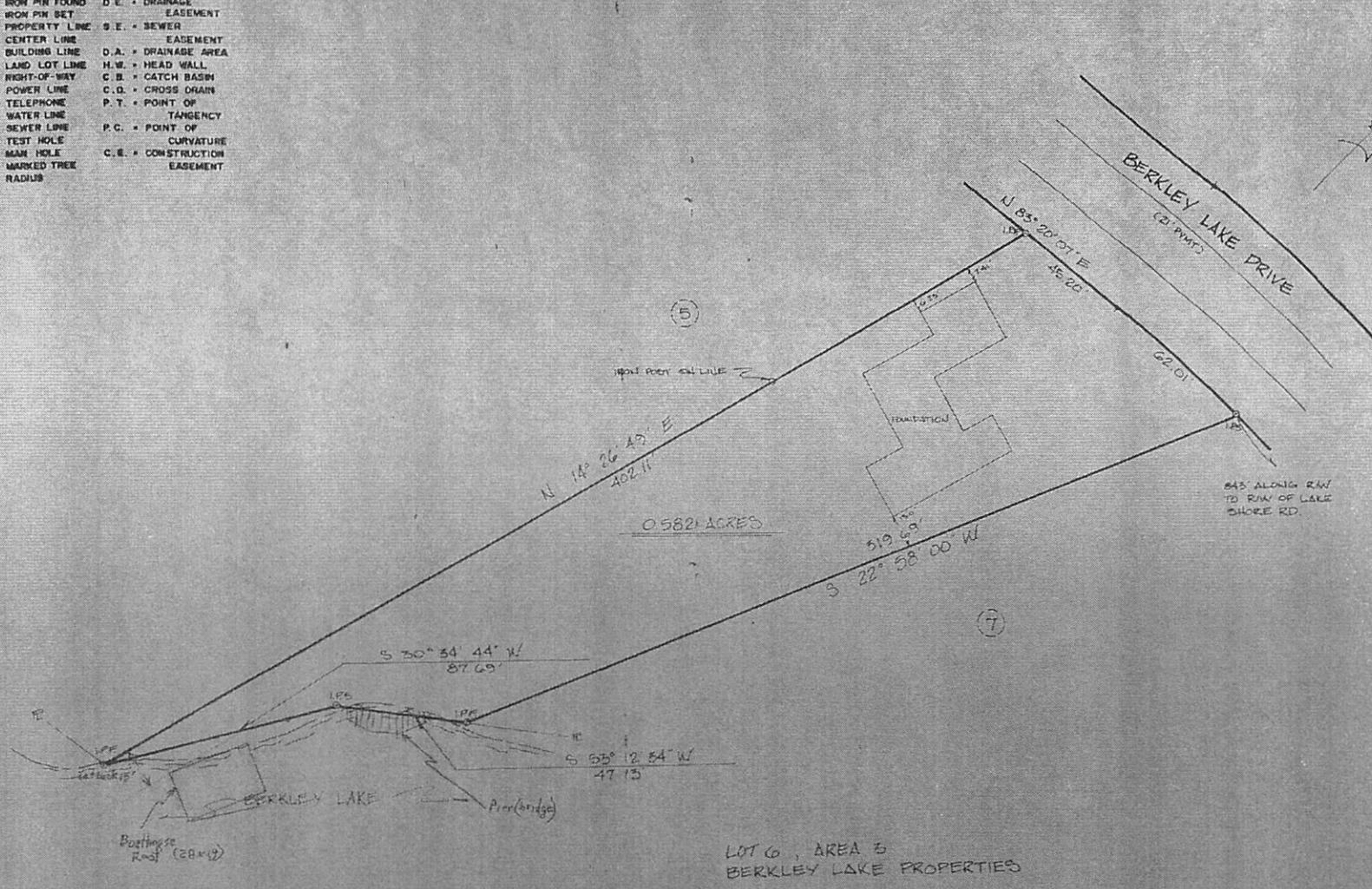
GRESHAM & MARMELSTEIN
CONSULTING ENGINEERS & SURVEYORS
BUREAU BUILDING

JOHN SKROBKO

job no.	6702010
scale	1" = 50'
date	

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LAND LOT 298 of the 6th DISTRICT
GWINNETT COUNTY, GEORGIA

GRESHAM & MARMELSTEIN
CONSULTING ENGINEERS & SURVEYORS
5039 BUFORD HIGHWAY
N. CROSS (404) 447-8165 GEORGIA

JOHN SKROBKO

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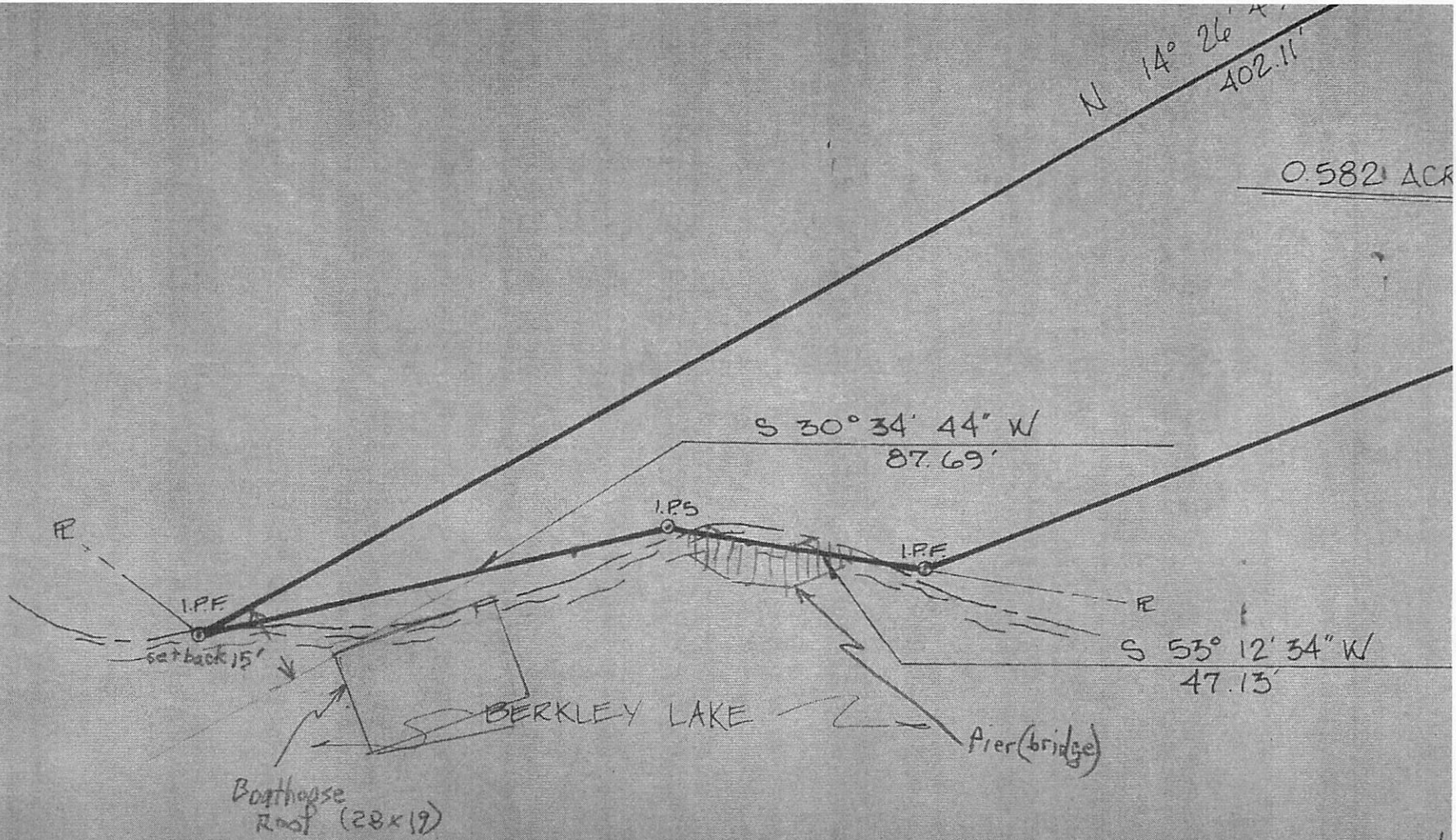
Job no.	02-0020	Drawn	
Rev. no.		Checked	
Date	11-85	Scale	AS SHOWN

N 14° 26' 4" W
402.11'

0.582 ACR

S 30° 34' 44" W
87.69'

S 55° 12' 34" W
47.13'



Boathouse
Roof (28x19)

BERKLEY LAKE

Aier (bridge)

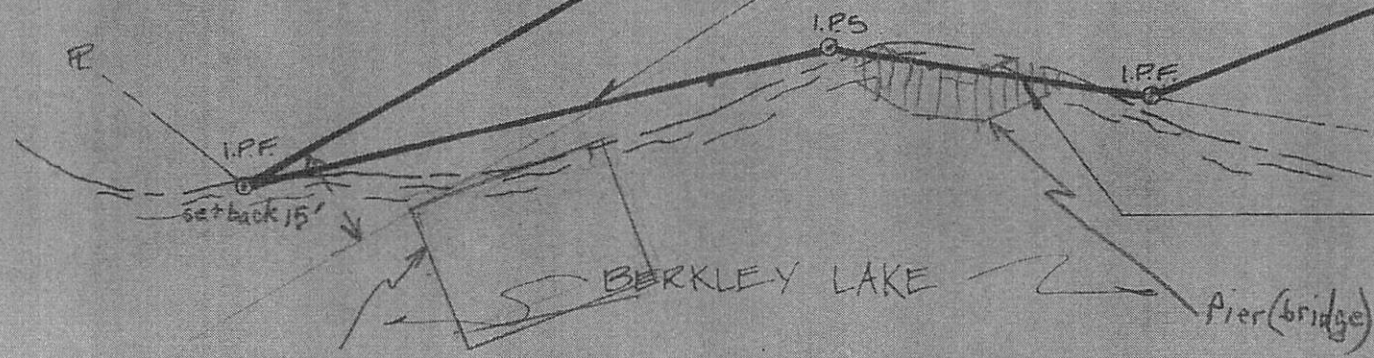
B

N 14° 0' 0" E
402.11

0.582 ACRES

S 30° 34' 44" W
87.69'

S 53° 12' 34" W
47.13'



Proposed Bathhouse
Roof (27 x 22)

BERKLEY LAKE

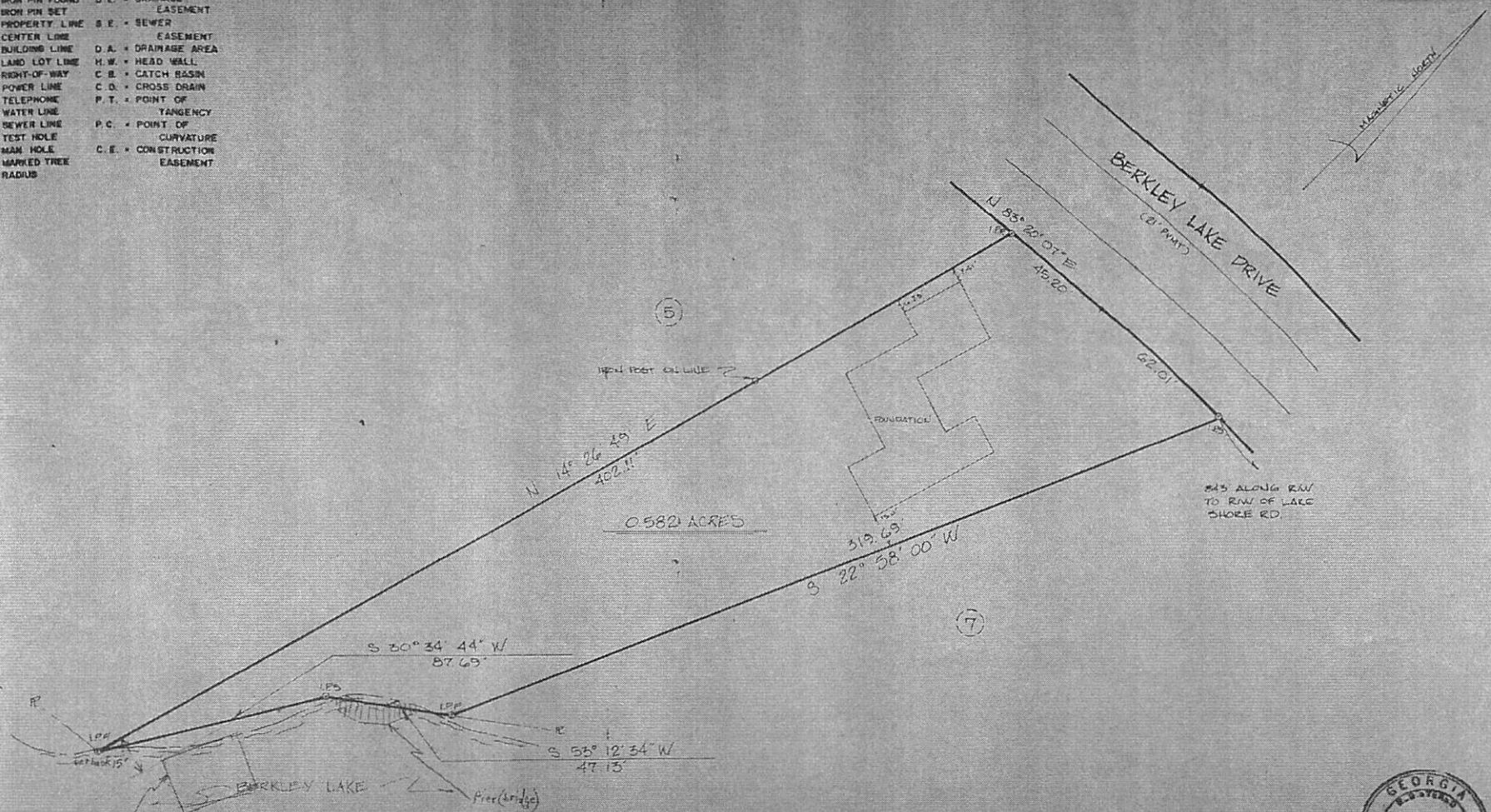
Pier (bridge)

LOT 6
BERKLEY

D

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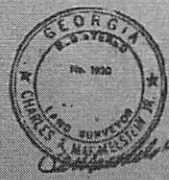
0.582 ACRES

BERKLEY LAKE DRIVE
(C.E. RMTD)

Magnetic North

845 ALONG R/W TO R/W OF LAKE SHORE RD.

LOT 6, AREA 3
BERKLEY LAKE PROPERTIES



LAND LOT 298 of the 6th DISTRICT
GWINNETT COUNTY, GEORGIA

GRESHAM & MARMELSTEIN
CONSULTING ENGINEERS & SURVEYORS
5038 BUFORD HIGHWAY
MORGANSON, GEORGIA (404) 447-5165

JOHN SKRIBKO

DATE	BY	CHK	APP	DATE	BY	CHK	APP