

AGENDA
CITY OF BERKELEY LAKE
PLANNING & ZONING COMMISSION
March 11, 2026 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) December 9, 2025

IV. OLD BUSINESS

V. NEW BUSINESS

a) PZV-26-01 – 490 Lakeshore Dr. – Variance to Sec. 78-147(8) to reduce the septic system setback from the shoreline of Lake Berkeley to 50 feet

b) Election of Chair

c) Election of Vice-chair

d) Appointment of Secretary

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
DECEMBER 9, 2025
7:15 PM**

Those in attendance at the meeting were as follows:

Commission Members: Dan Huntington
Pekka Ignatius
George Kaffezakis
Rand Kirkus

City Officials: Leigh Threadgill - City Administrator

Citizens Present:

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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.

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

III. MINUTES

1. Minutes of September 9, 2025

Ignatius moved to approve the minutes of the September 9th meeting. Huntington 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-25-09 – 3765 North Berkeley Lake Rd – Variance to Sec. 78-89(g)(3) and Sec. 78-141 to modify a non-conforming boathouse and reduce the 75-foot separation distance from the opposite shore to 50 feet

Huntington acknowledged the applicant and asked if he wanted to provide any additional information.

John Skobko, 3765 North Berkeley Lake Rd, made himself available for questions.

Kaffeidakis asked if there was an increase in the square footage of the roofline and asked how that came about. Skrobko responded that they are rotating the way the boat pulls into the boathouse. Currently, there is a 3-foot overhang toward the shore that will go away, but it needs to be extended in the other direction.

Kirkus asked if there was a net increase in roof area. Skrobko stated that he is increasing the total roof area but it will be cantilevered out.

Kaffeidakis asked if the roofline would be high enough so that a boat can pass by without obstruction from the roof. Skrobko said it would be able to pass without obstruction from the roof.

Kaffeidakis asked if the existing posts are adequate to support a new structure. Skrobko stated that the existing posts will be sufficient, but they aren't perfectly square. The posts are substantial.

Kaffeidakis asked about the impact to the neighbor and if she was amenable to the project. Skrobko stated that he has talked with the affected neighbor.

There was further discussion regarding the existing and proposed structure, including an existing deck that is not under the roof. Skrobko confirmed that the uncovered decking location and size will remain the same.

Skrobko noted the roof is being lowered and being changed from a gable to a hip.

There was further discussion about the condition of the deck. Skrobko noted that the deck is what started this whole project but confirmed the deck size and location will remain the same.

Huntington expressed his appreciation for the compromise suggested by the applicant in the variance application to lower the roof height from 17 feet to 14 feet. Skrobko noted that he didn't realize there was a height restriction and didn't recall that rule at the time he built the boathouse in 1988.

Threadgill noted that the measurements to the opposite shore may not be as originally submitted based on measurements from the aerial. It appears to be closer to the opposite shore, as close as 47 feet, perhaps, according to the aerial. She suggested that any motion not reference the potentially incorrect opposite shore measurement included in the application but authorize construction according to the proposed structure's dimensions as shown on the plans submitted with the application.

Draft Minutes

Planning & Zoning Commission Meeting

December 9, 2025

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Huntington noted he visited the area in his boat and was able to navigate it. It is tight but doable. He stated that the roof currently extends 3 feet towards the house. Skrobko confirmed that that overhang will go away.

Ignatius made a motion to recommend approval of the variance on the basis of the structure being built according to the dimensions on the drawing. Kirkus 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

Kaffeidakis made a motion to adjourn. Ignatius seconded the motion. All were in favor and Huntington adjourned the meeting at 7:32 PM.

Respectfully submitted,

Leigh Threadgill
City Administrator

**City of Berkeley Lake
Staff Analysis**

CASE NUMBER:	PZV-26-01, 490 LAKESHORE DR.
RELIEF REQUESTED:	SEPTIC SYSTEM SETBACK REDUCTION FROM 75 FEET TO 50 FEET AS MEASURED FROM THE LAKE BERKELEY SHORELINE
EXISTING ZONING:	R-100, SINGLE FAMILY RESIDENTIAL
PROPOSED USE:	SEPTIC SYSTEM
APPLICANT:	GEORGE KAFFEZAKIS 490 LAKESHORE DR. BERKELEY LAKE, GA 30096
OWNER:	SAME AS APPLICANT
MEETING DATE:	MARCH 11, 2026 P&Z COMMISSION

PROPOSED PROJECT:

The applicant plans to replace a failing septic system drain field. The city's current septic system setback from Lake Berkeley is 75 feet, which is greater than the 50-foot setback required by the septic system regulating authority, Gwinnett Newton Rockdale Environmental Health (GNR Health). Compliance with the city's more stringent setback would result in the need to remove several mature trees.

FINDINGS OF FACT:

- 1.) The current septic system drain field is in need of replacement.
- 2.) Removal of existing mature trees would be necessary to meet the city's 75-foot setback from Lake Berkeley.
- 3.) GNR Health requires only a 50-foot setback from waterbodies.
- 4.) Given that GNR Health is the regulatory authority over septic systems, their 50-foot setback is intended to provide adequate protection of the water quality of the lake.
- 5.) The city is considering amending the current setback of 75 feet to 50 feet to be consistent with the GNR Health standard.
- 6.) Properties to the east and west are zoned R-100 and the location of single-family residential uses. The right-of-way of Lakeshore Drive is located to the north, and Lake Berkeley is adjacent to the south.

STANDARDS FOR APPROVAL:

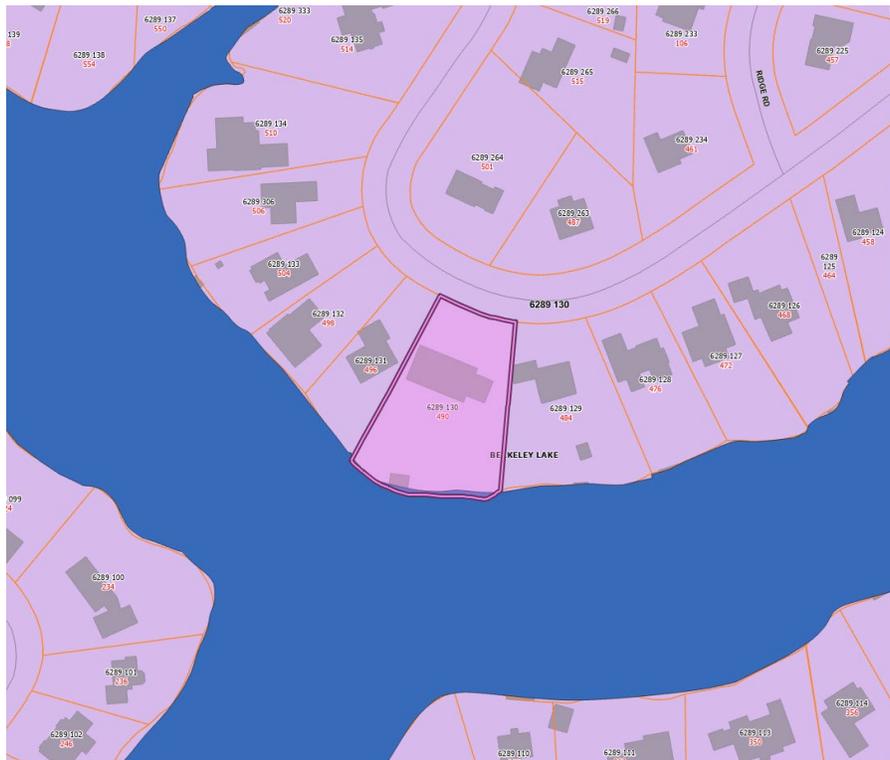
In considering whether to grant or deny this variance request, the commission must evaluate the application based on the criteria specified in Section 78-366 (a)(1) of the zoning ordinance:

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 PHOTO

