

**CITY OF BERKELEY LAKE
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
PLANNING & ZONING COMMISSION MEETING
FULL MINUTES
October 12, 2021
7:15 PM**

Those in attendance at the meeting were as follows:

Commission Members: Dan Huntington
 Pekka Ignatius
 George Kaffezakis
 Rand Kirkus
 Robin Sansone

City Administrator: Leigh Threadgill

Citizens Present: 0

I. CALL TO ORDER

Chairman Huntington called the meeting to order at 7:15 PM. A quorum was present. City Administrator Leigh Threadgill was also present.

II. APPROVAL OF OR CHANGES TO THE AGENDA

Huntington requested to reverse the order of old and new business. Kaffezakis asked to add training for planning officials under old business.

Kaffezakis moved to approve the agenda as suggested. Ignatius seconded the motion. All were in favor.

III. MINUTES

1. Minutes of August 10, 2021

Kirkus moved to approve the minutes of the August 10th meeting. Sansone seconded and all voted to approve the minutes.

IV. NEW BUSINESS

1. Report – AV-21-11, 4629 Briar Hill Cove, Applicants/Owners Kirstin and Chris Scrudato request relief per Section 78-367(2) to expand a non-conforming structure where the expansion does not increase the degree of non-conformity.

Huntington gave a brief report regarding the administrative variance request. The house was built too close to the side setback and the addition was on the opposite side of the non-conformity.

2. Report – AV-21-12, 515 Lakeshore Drive, Applicant/Owner Winslow Aarons requests relief per Section 78-367(2) to expand a non-conforming structure where the expansion does not increase the degree of non-conformity.

Huntington gave a brief report regarding the administrative variance request. The house was built too close to the road, and the addition was not increasing the non-conformity and was on the opposite side of the house from the encroachment.

V. OLD BUSINESS

1. Discussion – Training for Planning Officials

There was discussion regarding planning and zoning training.

Huntington stated that he saw a need for more training on the planning side.

Ignatius noted that new commissioners would need training on the variance side.

There was further discussion about how the commission could get involved in planning.

Threadgill stated that she would look into the possibility of a joint retreat with the city council and the planning and zoning commission to discuss planning.

2. Discussion – changes to Sections 78-366 and 78-367, variance standards and administrative variance categories.

There was discussion about the ambiguity of the variance criteria. It was noted that it was good that the commission members have different perspectives on the criteria. It was further noted that legally the criteria are important to avoid arbitrary and capricious actions. There was further discussion about clarity of the criteria, but there was consensus to leave the variance criteria as currently written.

There was discussion about adding an administrative variance option for expired variances. There was consensus of the commission that an ordinance amendment be prepared adding a new category of administrative variance for approved variances that have recently expired (within twelve months of the administrative variance application) provided the project has not changed.

3. Discussion – changes to by-laws regarding voting.

There was discussion about the need to change the by-laws to allow the chair to vote.

Ignatius moved to amend the by-laws to allow the chair to vote. Sansone seconded the motion. All were in favor and the motion passed.

There was discussion about the teleconference option for commissioners. Threadgill stated that she would confirm with the city attorney that commission members could call in to two meetings a year and fully participate, including vote.

VI. CITIZEN COMMENTS

There were none.


VII. DISCUSSION

There was no further discussion.

VIII. ADJOURNMENT

There being no further business, Kirkus moved to adjourn. Kaffezakis seconded. All voted in favor and Huntington adjourned the meeting at 8:22 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Leigh Threadgill", is written over a solid horizontal line.

Leigh Threadgill
Deputy City Administrator