

**CITY OF BERKELEY LAKE
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
PLANNING & ZONING COMMISSION MEETING
FULL MINUTES
February 8, 2022
7:15 PM**

Those in attendance at the meeting were as follows:

Commission Members: Dan Huntington, Chair
 Bob Erwin
 Pekka Ignatius
 Rand Kirkus
 Robin Sansone

City Administrator: Leigh Threadgill

Citizens Present: 1

I. CALL TO ORDER

Huntington called the meeting to order at 7:20 PM. A quorum was present. City Administrator Leigh Threadgill was also present.

II. APPROVAL OF OR CHANGES TO THE AGENDA

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

There was consensus to move forward with the agenda as presented.

III. MINUTES

1. Minutes of November 9, 2021

Ignatius moved to approve the minutes of the November 9th meeting. Sansone seconded and all voted to approve the minutes.

IV. OLD BUSINESS

1. O-22-242 – Amendment to Chapter 78-366 and 78-367 regarding expired variances

There was discussion regarding the draft language. There was a consensus that the language was consistent with the spirit and intent of the planning commission's direction to staff to allow a one-time, one-year extension of variance expiration to be approved as an administrative variance provided that the application was made within 24 months of initial variance approval.

There was further clarification that the extension of variance expiration could not be more than one year from the original expiration date without a hearing before the commission. There was further discussion to remove the word “full” before “planning and zoning commission” in Sec. 78-367(a)(3).

Threadgill explained that this was a draft of the proposed changes for consideration and possible recommendation to Mayor and Council. She noted that the draft was reviewed by the city attorney as requested by the commission and tonight’s public hearing to consider the amendment was advertised.

Ignatius moved to recommend for council review and approval the amended proposal to change sections 78-366 and 78-367 regarding variance expiration. Kirkus seconded the motion. All were in favor and the motion passed.

V. NEW BUSINESS

1. PZV-22-01, 562 Lakeshore Drive, Applicant Hank Liebenberg requests relief from Sections 78-197 (g)(7) and 78-197 (g)(11) of the zoning ordinance to expand a single-family residence resulting in a 3-foot encroachment into the side yard and an 18.32% building coverage.

Huntington recognized the applicant and asked for any additional information he would like to share.

Hank Liebenberg, 562 Lakeshore Drive, introduced himself. He stated that he wanted to take an existing courtyard that has a wall on the one side and build up that former courtyard with a bathroom at the terrace level and single-car garage on top.

There was further discussion about the wall and the existing courtyard and the scope of the proposed project.

Liebenberg explained that he thought adding another single-car garage on top of the proposed bathrooms would add value to the house.

There was discussion about the dimensions of the addition. The width of the proposed addition is approximately 12 feet, and the length of the garage is approximately 22 feet, and the length of the bathrooms is approximately 16 feet.

There was clarification that the setback is measured from the dripline of the house and that the needed side setback variance is 4 feet.

Sansone asked about the elevations of the house with the addition and specifically about the roofline. It was determined that the roof on the addition was not going any higher than the existing roofline. The ridgeline of the existing roof would stay consistent.

Huntington asked if there would be a garage door on the front. Liebenberg responded that there would be.

There was further discussion about the garage dimensions. Liebenberg explained that while the bathrooms will be 16 feet long, the garage will be 22 feet long. This is because the courtyard is recessed approximately 4 feet from the front wall of the house. The face of the proposed garage will be flush with the existing front of the house and the existing roofline will continue over the addition.

There was further discussion about alternatives to the location of the addition to avoid the need for the setback variance.

Huntington noted that in addition to the 4-foot side setback variance, there is an issue with building coverage as well.

There was further discussion regarding the setback measurement to the roof overhang.

Ignatius moved to approve the variance as requested. Erwin seconded the motion. All were in favor. The motion passed.

VI. CITIZEN COMMENTS

There were no citizen comments.

VII. DISCUSSION

There was no further discussion.

VIII. ADJOURNMENT

There being no further business, Erwin moved to adjourn. Sansone seconded. All voted in favor and Huntington adjourned the meeting at 8:12 PM.

Respectfully submitted,



Leigh Threadgill
City Administrator

