# CITY OF BERKELEY LAKE 4040 SOUTH BERKELEY LAKE ROAD BERKELEY LAKE, GEORGIA 30096 PLANNING & ZONING COMMISSION FULL MINUTES AUGUST 13, 2024 7:15 PM

Those in attendance at the meeting were as follows:

Commission Members: Barbara Geier

Dan Huntington Pekka Ignatius George Kaffezakis

**Rand Kirkus** 

City Officials: Leigh Threadgill - City Administrator

Citizens Present: 1

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# I. CALL TO ORDER

Huntington called the meeting to order at 7:17 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 as submitted. Kaffezakis seconded and all voted to approve the agenda.

# III. MINUTES

1. Minutes of July 9, 2024

Ignatius moved to approve the minutes of the July 9<sup>th</sup> meeting. Geier seconded and all voted to approve the minutes.

# **IV. OLD BUSINESS**

There was no old business to discuss.

# **V. NEW BUSINESS**

Full Minutes
Planning & Zoning Commission Meeting
August 13, 2024
Page 1 of 3

a) PZTA 24-06, Amendment of Sections 78-300 and 78-301 to clarify GC-A Zoning Regulations

Threadgill explained that this was a housekeeping item suggested by the city attorney to clarify the underlying zoning regulations in effect for properties zoned Gwinnett County – Annexed (GC-A).

There was discussion about the proposed amendment and a reference in the code section that was confusing and needed correction. The reference is found in Sec. 78-301 (6). It states, "the above provisions (a) through (e) of this section". However, there is no (a) through (e) but (1) through (5). The reference (a) through (e) should be changed to (1) through (5).

Kirkus moved to recommend approval of the zoning ordinance amendment as presented with the correction of the reference in Sec. 78-301. Ignatius seconded the motion. All were in favor and the motion passed.

b) Report on Administrative Variance AV-24-02 – 766 Lakeview Lane

Threadgill reported that this variance was granted pursuant to Sec. 78-367(a)(2) to allow a conforming change to a non-conforming structure enabling the expansion of a front porch. The existing house is non-conforming with regard to side setbacks, but the expansion conforms to all dimensional standards.

c) Report on Administrative Variance AV-24-03 - 586 Lakeshore Drive

Threadgill reported that this variance was granted to extend the expiration of a variance expired on 3/21/24 by 12 months to 3/21/25 in accordance with Sec. 78-367(a)(3). No building permit had been issued prior to the original expiration date.

d) Report on Administrative Variance AV-24-04 – 3695 N. Berkeley Lake Road

Threadgill reported that this variance was granted pursuant to Sec. 78-367(a)(2) to allow a conforming change to a non-conforming structure enabling the construction of a roof over the front stoop. The house is non-conforming with regard to front setback, however the front stoop is recessed from the front-most wall of the house and the roof complies with all dimensional requirements.

### VI. CITIZEN COMMENTS

There were no comments.

# VII. DISCUSSION

There was no discussion.

# **VIII. ADJOURNMENT**

Full Minutes Planning & Zoning Commission Meeting August 13, 2024 Page 2 of 3 There being no further business, Kirkus moved to adjourn. Kaffezakis seconded the motion. All were in favor. Huntington adjourned the meeting at 7:38 PM.

Respectfully submitted,

Leigh Threadgill

City Administrator

