

**CITY OF BERKELEY LAKE  
4040 SOUTH BERKELEY LAKE ROAD  
BERKELEY LAKE, GEORGIA 30096  
PLANNING & ZONING COMMISSION MEETING  
FINAL MINUTES  
November 14, 2017  
7:15 PM**

Those in attendance at the meeting were as follows:

Commission Members: Neil Schaap, Vice Chair  
Don Allen  
Jeff Cooper

Deputy City Administrator: Pat Chapman

Citizens Present: 2

**I. CALL TO ORDER:**

Schaap called the meeting to order at 7:16 PM. at 4040 South Berkeley Lake Road. All members were present except for Dan Huntington and George Kaffezakis. Deputy City Administrator Pat Chapman was also present.

**II. APPROVAL OF OR CHANGES TO THE AGENDA**

Schaap asked if there were any changes to the printed agenda.

**Cooper moved to approve the agenda. Allen seconded. All voted in favor.**

**III. MINUTES**

- a) Minutes of June 13, 2017

**Allen moved to approve the minutes. Cooper seconded. All voted in favor and the minutes of June 13, 2017 were approved.**

**IV. OLD BUSINESS**

There was no Old Business

**V. NEW BUSINESS**

1. PZV 17-06, 398 Lakeshore Drive, Applicant / Owner Greg Harper, requests relief from Section 78-367 (b) to allow a conforming change to a non-conforming structure on a property for which a Variance was granted within the previous 12 months.

Julie Harper, 398 Lakeshore Drive, was present to explain the request for adding a master bedroom to the right side of the house. Schaap inquired about the septic system and the number of bedrooms. Chapman explained that the number of bedrooms would stay the same, just reconfiguring interior space.

**Cooper moved to approve the request. Allen seconded. All voted in favor.**

2. RZ 17-07, 4487 South Old Peachtree Road, Applicant/Owner Dennis Zakas for Buice Rd. LLC requests to rezone from GC-A (Office-Institutional) to M-1 (Light Industrial).

Blake Manton, prospective tenant, was present to represent the request and explained that he had sold a building in Duluth and would be moving his landscaping business to this location for at least 2 years. He needed the outside storage for landscaping materials and equipment and would build an 8-foot fence around the area. All chemicals will be stored inside the building. Other properties in the area are M-1.

**Allen moved to recommend approval to the city council with the recommended condition. Cooper seconded. All voted in favor.**

**VI. CITIZEN COMMENTS:** None

**VII. DISCUSSION:** None

**VIII. ADJOURNMENT**

There being no further business, Cooper moved to adjourn the meeting. Allen seconded and Schaap adjourned the meeting at 7:25 PM.

Respectfully submitted,

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Pat Chapman  
Deputy City Administrator