

CITY OF BERKELEY LAKE
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
PLANNING & ZONING COMMISSION MEETING
FINAL MINUTES
December 12, 2017
7:15 PM

Those in attendance at the meeting were as follows:

Commission Members: Dan Huntington, Chair
 Neil Schaap, Vice Chair
 Jeff Cooper
 George Kaffezakis

Deputy City Administrator: Pat Chapman

Citizens Present: 1

I. CALL TO ORDER:

Huntington called the meeting to order at 7:19 PM. at 4040 South Berkeley Lake Road. All members were present except for Don Allen. Deputy City Administrator Pat Chapman was also present.

II. APPROVAL OF OR CHANGES TO THE AGENDA

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

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

III. MINUTES

- a) Minutes of November 14, 2017

Cooper moved to approve the minutes. Kaffezakis seconded. All voted in favor and the minutes of November 14, 2017 were approved.

IV. OLD BUSINESS

There was no Old Business

V. NEW BUSINESS

1. PZV 17-08, 3685 North Berkeley Lake Road, Applicant / Owner Delicia Reynolds, requests relief from Section 78-197 (7) to reduce the minimum side setback from 12.5 feet to 3 feet for the installation of an emergency power generator as an alteration of a non-conforming structure.

Delicia Reynolds, 3685 North Berkeley Lake Road, was present to explain the request. Huntington complimented that applicant on the thoroughness of the application.

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

VI. CITIZEN COMMENTS: None

VII. DISCUSSION:

Huntington noted that Jeff Cooper would be leaving at the expiration of his term and thanked him for his nine years of service. Chapman advised that there will be a January meeting.

Huntington raised the issue of needing a meeting for such a simple matter as was heard this evening.

At this point, Allen joined the meeting. Prior to departing the meeting, Cooper urged the Commission to personally advocate any recommended ordinance changes before the City Council in the future.

Huntington requested that a discussion of the meeting date take place at the first meeting in 2018. Chapman explained that having a regular schedule prevents the need for advertising each meeting and allows for establishing regular submittal deadlines as the lead times for placing legal ads has increased.

Huntington also proposed to have discussion of what constitutes an increase in the degree of non-conformity of a non-conforming structure for the purposes of deciding Administrative Variances.

Huntington noted that he planned to meet with the applicant for the Administrative Variance on the Eddy residence, Chapman cautioned regarding ex parte contact and that any new information coming out of any meeting needs to be a part of the record for the matter.

Allen inquired about the direction of power service feed for the River District. Chapman replied that the City Administrator had more contact with Georgia Power and might be able to refer him to someone to answer his questions.

Chapman advised that a decision on the pending Administrative Variance needed to be made by Thursday if advertising for the January meeting would be required.

VIII. ADJOURNMENT

There being no further business, Cooper moved to adjourn the meeting. Kaffeidakis seconded and Huntington adjourned the meeting at 7:53 PM.

Respectfully submitted,

Pat Chapman
Deputy City Administrator