

**CITY OF BERKELEY LAKE
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GA 30096
PLANNING & ZONING COMMISSION MEETING
FINAL MINUTES
JANUARY 14, 2014
7:00 PM**

Those in attendance at the meeting were as follows:

Commission Members: Dan Huntington
 George Kaffezakis
 Jeff Cooper
 Amy Waldheim
 Neil Schaap

Deputy City Administrator: Pat Chapman
Mayor Lois Salter

Citizens Present: 3

Prior to the opening of the meeting, Mayor Salter administered the Oath of Office to re-appointed member Kaffezakis and new member Schaap.

I. CALL TO ORDER:

Vice-chair Huntington called the meeting to order at 7:12 PM. at 4040 South Berkeley Lake Road. All members of the P&Z Commission were present as well as Mayor Lois Salter, Pat Chapman, Deputy City Administrator and 3 members of the public.

II. OATH OF OFFICE

Oaths to new and re-appointed members were administered prior to the call to order.

III. ELECTION OF CHAIR AND VICE-CHAIR

Huntington opened nominations for the Commission Chair. Cooper nominated Kaffezakis. Waldheim seconded. There were no other nominations. All voted in favor of Kaffezakis and he was elected to serve as Chair for the coming year.

Huntington opened nominations for Vice-chair. Cooper nominated Huntington. Kaffezakis seconded. All voted in favor and Huntington was elected to serve as Vice-chair for the coming year.

Huntington then turned the meeting over to Kaffezakis to preside for the remainder of the meeting.

IV. CHANGES TO OR APPROVAL OF THE AGENDA

Kaffeidakis asked if there were any changes to the agenda as printed.

Cooper moved to accept the agenda as printed. Schaap seconded the motion. All voted in favor and the agenda was accepted.

III. MINUTES

- a) Minutes of November 12, 2013

Kaffeidakis asked for corrections or changes to the November 12, 2013 minutes. Chapman noted that the date at the top was incorrect on the draft and that it will be corrected

Cooper moved to approve the November 12, 2013 minutes with the correction. Schaap seconded the motion. All voted in favor. The motion passed.

IV. OLD BUSINESS

There was no old business.

V. NEW BUSINESS

- a) PZV 13-04: 3672 Frederica Road; applicant/property owner Tom Melcher requests a reduction of the required rear setback from 40 feet to 32 feet for the purpose of constructing an attached garage addition to the existing residence.

Kaffeidakis invited the applicant to address the Commission. Tom Melcher, 3672 Frederica Road in Hermitage Plantation was present to represent his application and explained that he wished to construct a garage/workshop addition that would be 30 feet deep. In order to avoid the windows of the existing residence, the addition would need to be shifted to the rear and would encroach 8 feet into the setback. He further explained that the house itself is built back on the lot because of the steep front yard. He further explained that there was no residence directly behind his because the original lot had been unbuildable and was combined with an adjoining lot where the owner's house was located.

Cooper moved to approve PZV 13-04 because there was no impact to an adjacent property. Huntington seconded. All voted in favor and the motion passed.

VI. CITIZEN COMMENTS

Former P&Z Commissioner and Chair Rodney Hammond, 267 Lakeshore Drive, expressed his thanks to the Commission for the wonderful years of service. He also welcomed new Commissioner Schaap and congratulated new Chair Kaffeidakis to whom he offered support and assistance.

Kaffeidakis offered for discussion setting aside some time during future meetings to talk about what the commission would like to accomplish. Mayor Salter brought up the "visioning session" she held previous year to identify important issues for investigation such as the city's aging population. Kaffeidakis

requested to spend about 30 minutes during each upcoming meeting to identify and prioritize topics of importance.

VII. ADJOURNMENT

Cooper moved to adjourn the meeting. Huntington seconded the motion. All were in favor, and the motion passed.

Kaffeidakis adjourned the meeting at 7:31 P.M.

Respectfully submitted,

Pat Chapman
Deputy City Administrator