



Administrative Variance Committee

Laura Johnson, City Council
Justin Strickland, City Manager
Shayla Reed, Planning & Development Director

Special Called Meeting Agenda

April 15, 2025 | 1:00 PM

City Hall Executive Conference Room

1. **Call to Order**
2. **Minutes**
 - A. October 16, 2024 Minutes
3. **Discussion**
 - A. 1018 Saranac Park, variance request for an existing 1.5-foot encroachment into a rear setback
4. **Adjourn**

It is the policy of the City of Peachtree City that all city-sponsored public meetings and events are accessible to people with disabilities and are in compliance with Title VI of the Civil Rights Act of 1964. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA or need assistance per Title VI, please contact the City's Title VI and ADA Coordinator, Dr. Teaa Allston-Bing at (770) 632-4276 or e-mail tallston-bing@peachtree-city.org at least three (3) business days before the scheduled meeting or event to request an accommodation.

City Council of Peachtree City
Meeting Minutes
Wednesday, October 16, 2024
11:30 AM

Call to Order

City Manager Justin Strickland called the meeting to order at 11:34 AM. In attendance were Planning Director Robin Cailloux, Justin Strickland, and Mayor Kim Learnard.

Minutes

A. June 21, 2024 Meeting Minutes

Learnard motioned to approve the minutes, Cailloux seconded. Motion passed 3-0

New Items

A. 236 Clifton Lane

Cailloux explained that the application was received prior to the adoption of the new Administrative Variance ordinance, and therefore subject to the ordinance at the time that it was applied for. The applicant built a deck in 2007 when the city had a policy of allowing structures 3 feet or lower to encroach into the building setbacks. This was not an ordinance, but just a policy set by the building official at the time.

The applicant would like to rebuild and keep the deck in it's current configuration, which encroaches into the rear setback by 3.6 feet. They have provided the required documentation from the ordinance with an approval letter from the HOA and letters of support from their adjacent neighbors.

Learnard said she had no problem with the request and moved to approve the variance. Cailloux seconded. The motion passed 3-0

Adjourn

Learnard moved to adjourn, Cailloux seconded. Meeting adjourned at 11:38 AM.

Stacey Collins, Recording Secretary

Justin Strickland, City Manager



ADMINISTRATIVE VARIANCE APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269

Phone: 770-487-5731

WWW.PEACHTREE-CITY.ORG

VARIANCE LOCATION	Street Address <u>1018 SARANAC PARK</u> <u>Peachtree City Ga 30269</u> Zoning District: <u>LLIR-12</u>	PROPERTY OWNER	Name <u>Cindy Kilpatrick</u> Phone [REDACTED] Email [REDACTED]
SUMMARY	Briefly describe why this variance is being requested: <u>Existing 10x20 deck apparently is encroaching 18.5 inches into required set back of 20 feet. This deck is original with home built in 2009 by Chadwick Homes. Seeking variance for 18.5 inches</u>	SUPPORTING DOCUMENTS	Please submit the following items. See the second page of this form for additional details. <input type="checkbox"/> Site plan (with property lines and proposed work) <input type="checkbox"/> Letters of support from adjacent property owners and/or HOA <input type="checkbox"/> Other items demonstrating need

ADMINISTRATIVE VARIANCE	<input type="checkbox"/> Existing Violation:	1.) Were you the property owner when the existing violation occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Setback Encroachment:	1.) Which property line setback? <input type="checkbox"/> Front <input checked="" type="checkbox"/> Rear <input type="checkbox"/> Side 2.) How much encroachment requested? (feet) <u>18.5 inches</u> 3.) Is the proposed structure using the same building materials as on the main home? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____ 4.) Have you submitted the required letters of support from: <input checked="" type="checkbox"/> HOA letter OR <input type="checkbox"/> No active HOA <input checked="" type="checkbox"/> ALL adjacent property owners (not including city-owned)
	<input type="checkbox"/> Parking:	1.) # spaces required _____ #spaces requested _____
	<input type="checkbox"/> Fence:	1.) Is the fence a required pool barrier? <input type="checkbox"/> Yes <input type="checkbox"/> No 2.) If not a pool fence, is height more than 25%? <input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby certify that I am the owner of the property on which an administrative variance is being requested and that all information provided as a part of this application is true and correct to the best of my knowledge. By signing this application, I am granting City staff permission to enter the property and gather information required for the variance review.

Signature of Owner/Agent: Cindy Kilpatrick Date 3-18-2025

CITY USE ONLY	Meeting Date		
	Motion	<input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Denied Conditions: _____	
	Signatures	_____ City Manager Date	
		_____ Council Member Date	
	Attest	_____ City Clerk Date	

March 18, 2025

To Ms Lora Hooks, Senior Planner

Subject: Requesting administrative variance for my deck at 1018 Saranac Park, PTC

Ms Hooks,

I am requesting a 18.5 inch variance on a existing 10 x 20 back deck. Unknown to me or my husband(who has since deceased) when we purchased the home in November 2009, Chadwick Homes built the deck which encroached into the set back by 18.5 inches. The existing deck has existed since 2009 without complaint.

When deciding I needed to replace the existing deck and add a cover over the deck this encroachment was found. No lateral extension is being requested only existing deck 10x20 with a cover.

I have reached out to the HOA board as well as two adjacent neighbors and have letters with their approval.

I would hope this 18.5 inch encroachment could be approved without issue.

I appreciate your help in this matter. Thank you.

Kindly,

Cindy Kilpatrick

1018 Saranac Park, PTC

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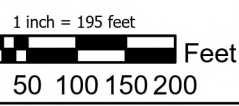
1018 SARANAC PK

Zoning Map: 2025

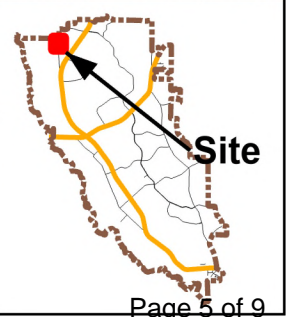


**1018 Saranac PK
ZONED: LUR-12**

For information purposes only



	1018 Saranac PK		LUR
	AR		GR
	R		LI
			GI
			OS-C



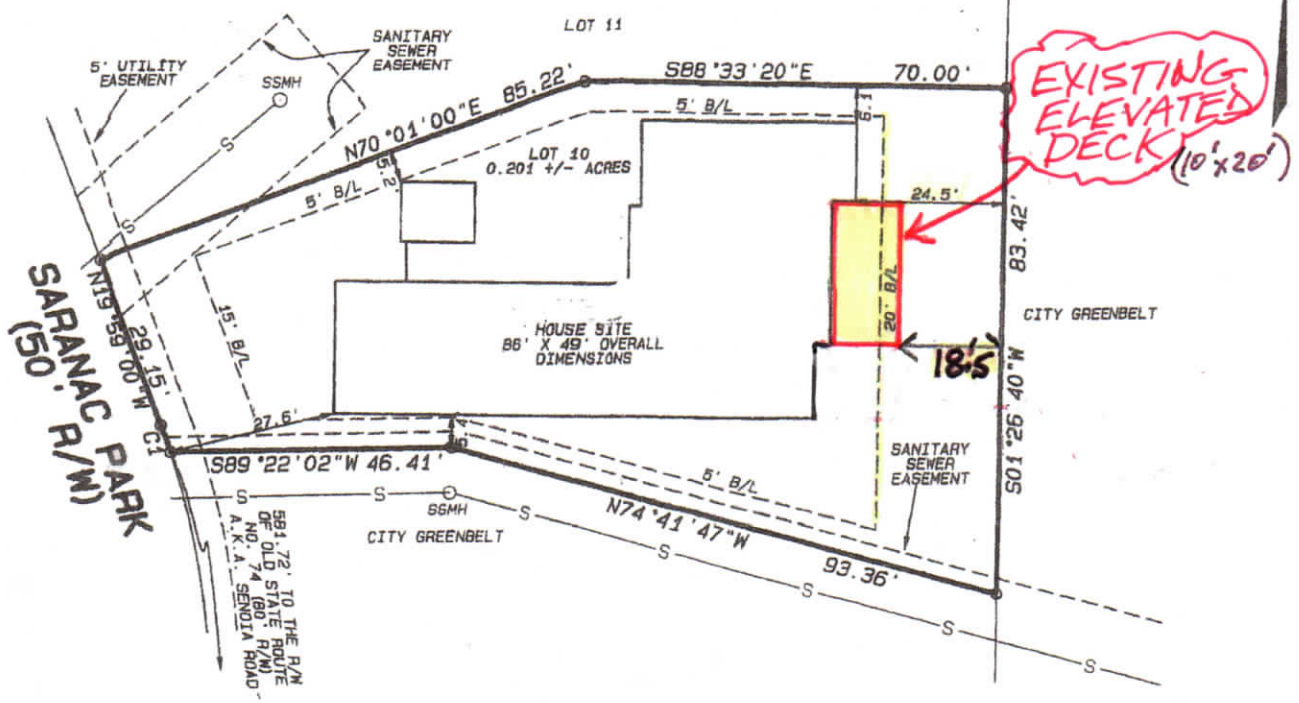
PFEIFER
BUILDING CO., INC
 312 CROSSTOWN RD. # 191
 PEACHTREE CITY, GA 30269



LOT 10 SARANAC
 PLAT BOOK 44, PAGES 187-188

NORTH BASED ON
 SUBDIVISION PLAT
 PLAT BOOK 44, PAGES 187-188

LOT 10 REQUIRED MINIMUM FINISHED
 FLOOR ELEVATION = 904.00



LINE	RADIUS	ARC	CHORD BEARING	CHORD
C1	125.00'	4.77'	N18°54'37"W	4.77'

SITE PLAN



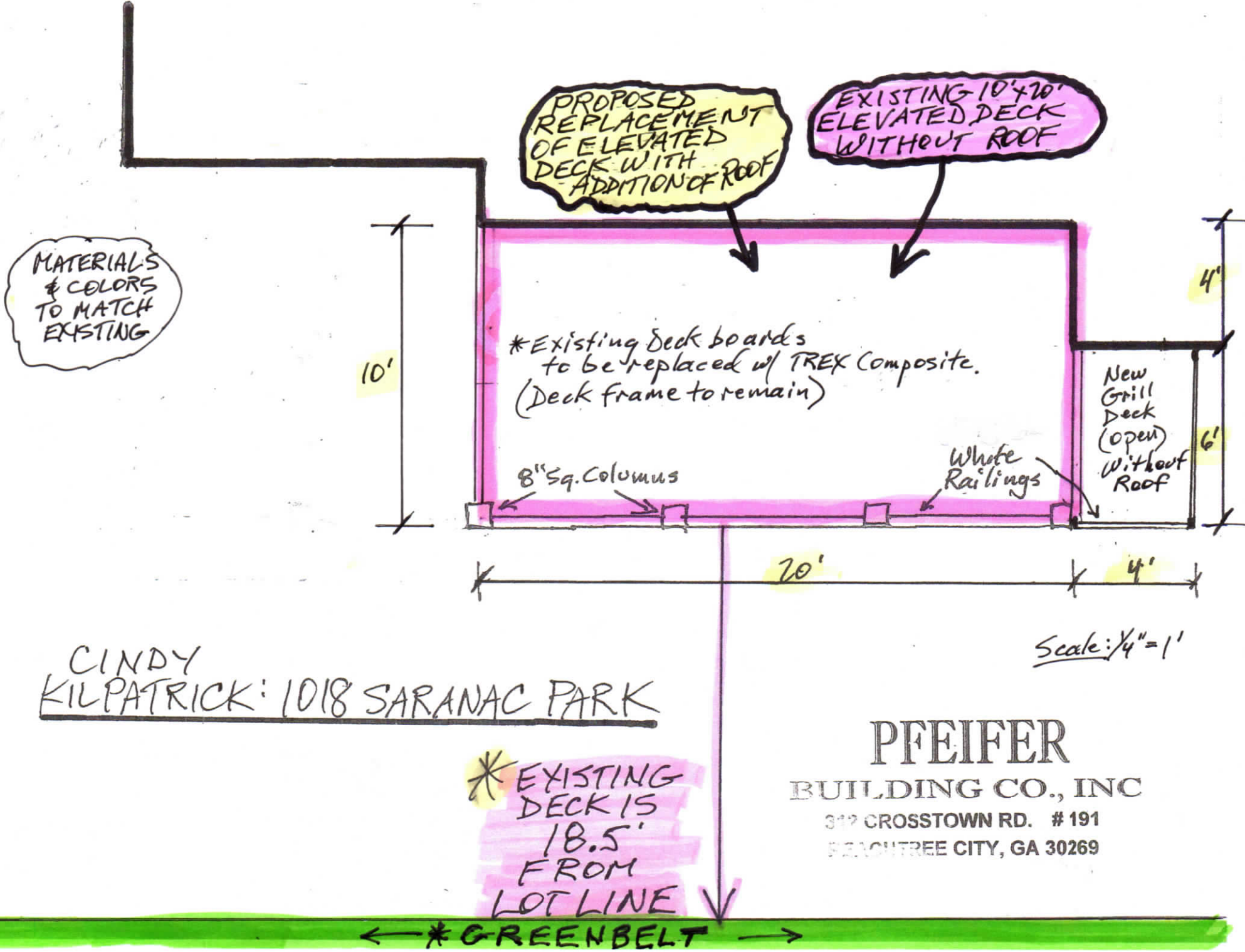
PROPOSED HOUSE SITE BY THIS OFFICE ONLY. BOUNDARY INFORMATION TAKEN FROM THE RECORDED SUBDIVISION PLAT
 This plat was prepared for the exclusive use of the person, persons, or entity named herein. Said plat does not extend to any unnamed person, persons or entity without a recertification by the surveyor naming said person, persons or entity.
 In my opinion, this property does not lie within the 100 year flood plain as shown on the FLOOD INSURANCE RATE MAP
 No: 13113CO086E
 Dated: SEPTEMBER 26, 2008

PREPARED FOR:
CHADWICK HOMES
 LAND LOT 155, 7TH DISTRICT
 FAYETTE COUNTY, GA.
 CITY OF PEACHTREE CITY
 SCALE: 1" = 20'
 DATE OF DRAWING: 06/10/09

Land Surveyors - Planners
 160 GREENCASTLE ROAD SUITE B TYRONE, GA 30290
 PH. 770-486-7562
 FAX. 770-486-0486

W.D. GRAY
 AND ASSOCIATES, INC.

Job No: 0905004



February 14, 2025

Re: Request for Set Back Variance, 1018 Saranac Park, Peachtree City, Georgia.

To Whom It May Concern:

The Saranac Community Association Board of Directors has reviewed the request for a set - back variance at 1018 Saranac Park. We believe the existing deck has contributed to the community's appearance. The proposed lateral extension of the deck will contribute even more.

If you have any questions; JB Kirk, Secretary of the Saranac Community is available by phone (770) 632-9607 or email jbkirk@icloud.com.



Ana Tharp
President and Member of the Board
Saranac Community Association



JB Kirk
Secretary and Member of the Board
Saranac Community Association

February 14, 2025

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If you have any questions, contact Brandon at

A handwritten signature in cursive script that reads "Carrie Johnson". The signature is written in black ink and extends to the right with a long, thin horizontal stroke.

Brandon or Carrie Johnson
Resident 1020 Saranac Park

February 14, 2025

Re: Request for Set Back Variance, 1018 Saranac Park, Peachtree City, Georgia.

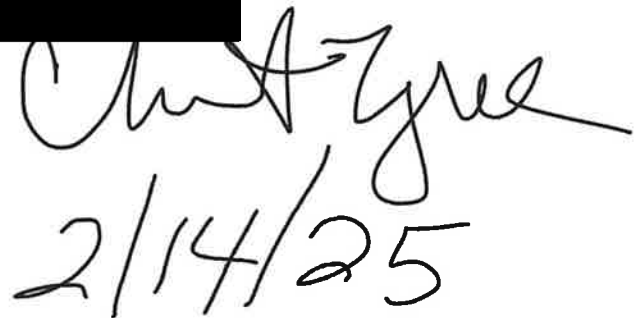
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If you have any questions, contact Brian at [REDACTED]



Brian or Christina Tyree
Resident 1016 Saranac Park
Treasurer and Member of the Board
Saranac Community Association



Christina Tyree
2/14/25