



Administrative Variance Committee

Special Called Meeting Agenda
August 28, 2026 | 1:00 PM
City Hall Executive Conference Room

1. **Call to Order**
2. **Minutes**
 - A. Administrative Variance Committee Meeting Minutes May 6, 2026
3. **Public Hearing**
 - A. Variance Request for encroachment into a front setback to allow primary structure to remain, 112 Meadowlark Trce
 - B. Variance request for encroachment into a rear setback to allow the construction of a sunroom, 209 Masters Drive
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, May 6, 2026
11:00 AM

Call to Order

City Manager Justin Strickland called the meeting of the Administrative Variance Committee to order at 11:03 a.m. In attendance were Councilman Clint Holland and Planning & Development Director Shayla Reed. The applicant, Roch DeGolian, along with his wife, DeSales Degolian, were also in attendance

Minutes

A. January 9, 2026 Meeting Minutes

Reed made the motion to approve the minutes from the January 9, 2026, Administrative Variance Committee meeting. Strickland seconded. The motion passed 2-0-1 with Holland abstaining, as he was not present at that meeting.

Discussion

A. 610 Golfview Drive, Side Setback Encroachment

Reed informed the committee that the property, located at 610 Golfview Drive, was built in 1973 and the applicant purchased it in 2016. The existing structure encroaches 7.2" into the side setback. The applicant is requesting a reduction in the setback from 15 feet to 14.4 feet to allow the existing encroachment to remain. The neighbors on both sides of his home are in favor of this variance.

DeGolian asked that, if the variance is approved, is it for the entire property or just for the portion that encroaches? He was told it would be just for the current encroachment, but he could request another variance if he was looking to further encroach into the setback.

Holland made a motion to approve the administrative variance as presented. Reed seconded. Motion carried 3-0.

Adjourn

With no more business to come before the committee, Reed made a motion to adjourn. Holland seconded. The motion carried unanimously.

The meeting ended at 11:07 a.m.

Stacey Collins, Deputy City Clerk

Justin Strickland, City Manager

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Administrative Variance Committee

FROM: Shayla Reed, Planning Director

DATE: August 28, 2026

SUBJECT: Variance Request for encroachment into a front setback to allow primary structure to remain, 112 Meadowlark Trce

Discussion:

The Applicant is requesting relief in the form of an Administrative Variance from the front setback requirement [Section 1003.4 (d) and (e)] of the ER (Estate Residential), a residential zoning district which requires a minimum lot width of 250 and front setback depth of 100 feet.

Note: The front setback requirement for the ER zoning district is 100 feet. However, this lot is located on a cul-de-sac, which makes the front of the lot narrow. The minimum lot width requirement for the ER zoning district is 250 feet.

Lot width is measured at the front setback line. Therefore, the front setback requirement for this particular lot is 222 feet (the point at which the lot width equals 250 feet). The request is to encroach into the front setback by 76 feet, leaving a remaining setback of 146 feet and a lot width of 200 feet.

The applicant purchased a property where the entire house encroaches into the required front setback by 76 feet. The current request is to encroach into the front yard setback from 222 feet to 146 feet to allow the existing home to remain at its current location. The Applicant has initiated a Fence Permit to replace an existing fence around a pool. Before a building permit can be issued, the property must be brought into compliance with all identified nonconformities.

The applicant asserts that the encroachment is the result of an error by a previous owner. Based on this claim, the applicant is eligible to request an Administrative Variance.

Aerial of Property:



As part of the application, the applicant has included the following:

- Justification narrative,
- Site plan showing the location of the home's encroachment into the front setback, and

Administrative Variance Application Requirements:

Per Section 1204 of the Peachtree City Zoning Ordinance, applications for an administrative variance may only be considered if the following requirements are met:

- The request pertains to an existing residential zoning setback violation, provided that the property owner making the request is not the same property owner who was responsible for the violation

Administrative Variance Review:

Section 1204 states that, "a request for an administrative variance shall be

administered by a special administrative variance committee consisting of the City Planner, the City Manager and a member of City Council.”

The full purpose statement of the Zoning Ordinance is:

The purpose of this ordinance is to promote the health, safety, convenience, order, prosperity and general welfare of the present and future inhabitants of the city; and to assure the development of the city in accordance with the land use and thoroughfare plan as adopted, and as amended from time to time; to protect the population from the danger and inconvenience of traffic congestion; to prevent overcrowding of the land and the undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, recreation and other public requirements; to regulate with reasonable consideration the character of existing and future uses of the land in order to promote desirable living conditions and neighborhood stability, protect property against blight and depreciation, secure economy in governmental expenditures, and protect against floods and other natural hazards.

Budget Impact:

None

Attachments:

1. Application Packet



ADMINISTRATIVE VARIANCE APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269

Phone: 770-487-5731

WWW.PEACHTREE-CITY.ORG

VARIANCE LOCATION	Street Address <u>112 MEADOWLARK TERRACE</u> <u>PEACHTREE CITY GA 30269</u>	PROPERTY OWNER	Name <u>STEPHEN & SANDRA PRITCHARD</u>
	Zoning District: <u>ER</u>		Phone _____ Email _____
SUMMARY	Briefly describe why this variance is being requested: <u>EXISTING HOUSE AND FENCE ENCLOSED INTO FRONT SETBACK. NEED TO REPLACE FENCE.</u>	SUPPORTING DOCUMENTS	Please submit the following items. See the second page of this form for additional details.
			☒ Site plan (with property lines and proposed work) ☒ Letters of support from adjacent property owners and/or HOA ☐ Other items demonstrating need

ADMINISTRATIVE VARIANCE	☒ Existing Violation:	1.) Were you the property owner when the existing violation occurred? ☐ Yes ☒ No
	☒ Setback Encroachment:	1.) Which property line setback? ☒ Front ☐ Rear ☐ Side 2.) How much encroachment requested? (feet) _____ 3.) Is the proposed structure using the same building materials as on the main home? Yes ☐ No ☐ Other _____ 4.) Have you submitted the required letters of support from: ☐ HOA letter OR ☐ No active HOA ☒ ALL adjacent property owners (not including city-owned)
	☐ Parking:	1.) # spaces required _____ #spaces requested _____
	☐ Fence:	1.) Is the fence a required pool barrier? ☐ Yes ☐ No 2.) If not a pool fence, is height more than 25%? ☐ Yes ☐ 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: Stephen Pritchard Sandra Pritchard Date MAY 30, 2026

CITY USE ONLY	Meeting Date		
	Motion	☐ Approved ☐ Approved w/ conditions ☐ Denied Conditions: _____	
	Signatures	_____ City Manager Date _____ Council Member Date	
	Attest	_____ City Clerk Date	

Administrative Variance Application
for
112 Meadowlark Trace

May 30, 2026

To: City of Peachtree City Planning Staff

In getting ready to replace our worn privacy/safety fence around our pool area, we learned that the original owner and builder of the property in 1988 did not conform to the existing standard of a 250-foot setback from the cul-de-sac on our street. Our house setback is 146 feet and the pool fence setback begins at 181 feet. We purchased the home in 2002 with no knowledge of the setback problem.

We have both a hardship and a safety issue. The hardship is that we (or our survivors) would be unable to sell our home without an administrative variance to the setback. The safety issue is that the pool fence is deteriorating (especially the three gates) and it is important that we are able to guarantee that no children (or any other non-swimmers) would be able to access the pool area.

We are asking for an administrative variance so that we may proceed with our pool fence replacement as soon as possible.

Thank you for your consideration.

 5/30/26
Stephen Pritchard

 5/30/26

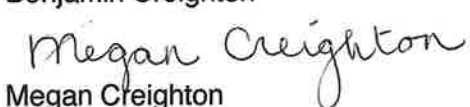
Sandra Pritchard

To: Stephen and Sandra Pritchard
Re: Application for Variance Approval
Date: May 30, 2026

Mr and Mrs Pritchard:

We have no problem with your application for an administrative variance at 112 Meadowlark Trace and totally support the approval. Our address is 1062 Robinson Road.

 5/30/26
Benjamin Creighton

 5/30/26
Megan Creighton

To: Stephen and Sandra Pritchard
Re: Application for Variance Approval
Date: May 30, 2026

Mr and Mrs Pritchard:

We have no problem with your application for an administrative variance at 112 Meadowlark Trace and totally support the approval. Our address is 1060 Robinson Road.

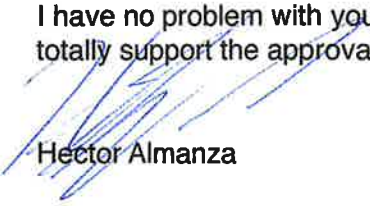
 5/30/26
Erica Creighton

 5/30/26
Nicholas Creighton

To: Stephen and Sandra Pritchard
Re: Application for Variance Approval
Date: May 30, 2026

Mr and Mrs Pritchard:

I have no problem with your application for a variance at 112 Meadowlark Trace and totally support the approval. My address is 118 Meadowlark Trace.



Hector Almanza

5-30-26

Administrative Variance Application
for
112 Meadowlark Trace

To: City of Peachtree City Planning Staff

As the homeowners of 112 Meadowlark Trace, we are applying for an administrative variance.

In getting ready to replace our worn privacy/safety fence around our pool area, we learned that the original owner and builder of the property in 1988 did not adhere to today's standards of a 250' setback from the cul-de-sac. Our house setback is 146' and the pool fence setback begins at 181'. We purchased the home in 2002 with no knowledge of the setback problem.

We have both a hardship and a safety issue. The hardship is that we (or our survivors) would be unable to sell our home without a variance to the setback. The safety issue is that the pool fence is deteriorating (especially the three gates) and it's important that we are able to guarantee that NO children (or any non-swimmers) would be able to access the pool area.

So we are asking for an administrative variance so that we may proceed with our pool fence replacement.

Thank you for your consideration.

Stephen Pritchard

To: Stephen and Sandra Pritchard
Re: Application for Variance Approval
Date: May 30, 2026

Mr and Mrs Pritchard:

We have no problem with your application for a variance at 112 Meadowlark Trace and totally support the approval. Our address is 114 Meadowlark Trace.

Vaughn Gaddis

V. Gaddis

Nina Gaddis

Nina Gaddis

Doc ID: 006106010001 Type: GLR
Filed: 10/28/2003 at 01:08:51 PM
Fee Amt: Page 1 of 1
Fayette, Ga. Clerk Superior Court
Sheila Studdard Clerk of Court
BK **2374** PG **91**

FILED & RECORDED
FAYETTE COUNTY, GA.

'03 OCT 28 PM 1 08

SHEILA STUDDARD, CLERK

QUITCLAIM DEED

THIS INDENTURE, Made the 18th day of **October**, in the year Two thousand **Three**, between **STEPHEN E. PRITCHARD**, as party or parties of the first part, hereinafter called Grantor, and **STEPHEN E. PRITCHARD AND SANDRA K. PRITCHARD AS JOINT TENANTS WITH RIGHT OF SURVIVORSHIP**, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that : Grantor, for and in consideration of **LOVE AND AFFECTION**, and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, by these presents does hereby remise, convey and forever **QUITCLAIM** unto the said Grantee,

All that tract or parcel of land lying and being in land Lot 25, 6th District, Fayette County, being Lot 45, Unit Two, Robinson Bend Subdivision, as per plat thereof recorded in Plat Book 9, Page 40, Fayette County, Georgia records, and being improved property known as 112 Meadowlark Trace, Peachtree City, Georgia, according to the present system of numbering in Fayette County, Georgia.

TO HAVE AND TO HOLD the said described premises to grantee, so that neither grantor nor any person or persons claiming under grantor shall at any time, by any means or ways, have, claim or demand any right to title to said premises or appurtenances, or any rights thereof.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year first above written.

Signed, sealed and delivered
in the presence of:

FAYETTE COUNTY, GEORGIA
REAL ESTATE TRANSFER TAX
PAID
DATE 10-28-03
Sheila Studdard
CLERK OF SUPERIOR COURT

Unofficial Witness

Stephen E. Pritchard (Seal)
STEPHEN E. PRITCHARD

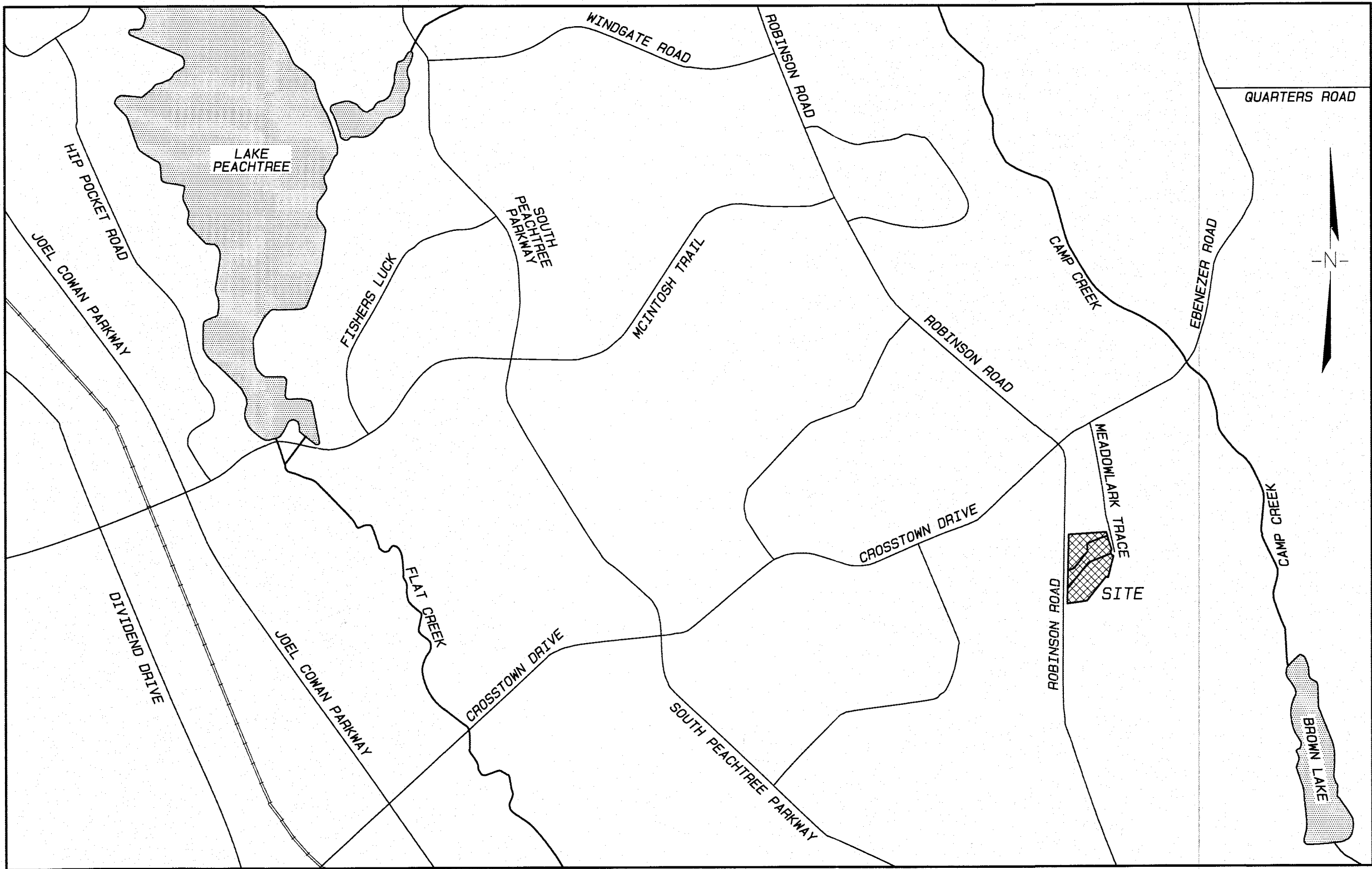
Notary Public



BOOK **2374** PAGE **91**

REVISED FINAL PLAT OF LOT 44 AND LOT 45
OF ROBINSON'S BEND, UNIT TWO

RECORDED IN PLAT BOOK 9, PAGE 40
THE PURPOSE OF THIS REVISED PLAT IS TO RECONFIGURE
LOT 44 AND LOT 45 INTO THREE LOTS INSTEAD OF TWO,
TURNING LOT 44 INTO LOT 44-A AND LOT 44-B



NOT TO SCALE

VICINITY MAP

NORTH BASED ON
PLAT BOOK 9, PAGE 40

CURRENT OWNERS:

LOT 44 (FUTURE 44-A AND 44-B)
HECTOR ALMANZA
DEED BOOK 5431 PAGE 304
PLAT BOOK 9, PAGE 40

LOT 45
STEPHEN E. PRITCHARD AND SANDRA K. PRITCHARD
DEED BOOK 2374 PAGE 97
PLAT BOOK 9, PAGE 40

THIS SURVEY WAS AUTHORIZED BY HECTOR ALMANZA

ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES

THE RECORDING OF THIS PLAT DOES NOT CONVEY PROPERTY.
CHANGES TO LOT CONFIGURATION NEED TO BE DONE BY
DEED CONVEYANCE.

CURRENT ZONING OF PROPERTY:
ER - ESTATE RESIDENTIAL
MINIMUM LOT SIZE - 3 ACRES
MINIMUM LOT WIDTH - 250 FEET
MINIMUM FRONT SETBACK DEPTH - 100 FEET
MINIMUM SIDE SETBACK DEPTH - 45 FEET
MINIMUM REAR SETBACK DEPTH - 30 FEET
MAXIMUM BUILDING HEIGHT - 35 FEET

THIS PLAT SUPERSEDES A PORTION OF THE PLAT PREPARED BY TRAVIS PRUITT AND ASSOCIATES
DATED MARCH 20, 1973 RECORDED IN PLAT BOOK 9 PAGE 40.

LOTS TO BE SERVICED BY PRIVATE WELLS AND INDIVIDUAL SEPTIC SYSTEMS.

PER THE STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
RULE 180-6-.09 THE TERM CERTIFICATION RELATING TO LAND SURVEYING
SERVICES, AS DEFINED IN O.C.G.A. 43-15-2(6) AND (11) SHALL MEAN A SIGNED
STATEMENT BASED UPON FACTS AND KNOWLEDGE KNOWN TO THE REGISTRANT AND IS NOT A
GUARANTEE OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY
NAMED HEREON. NO CERTIFICATION OR LIABILITY IS EXTENDED TO ANY UNNAMED PERSON,
PERSONS OR ENTITY WITHOUT A RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON,
PERSONS OR ENTITY.

THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE REPORT. THEREFORE, THE
UNDERSIGNED SURVEYOR AND W.D. GRAY AND ASSOCIATES, INC. MAKE NO GUARANTEES,
REPRESENTATIONS, OR WARRANTY REGARDING INFORMATION SHOWN HEREON PERTAINING
TO RIGHTS-OF-WAY, EASEMENTS, RESTRICTIONS, RESERVATIONS, AGREEMENTS, SETBACK
LINES, BUFFERS, AND OTHER SIMILAR MATTERS. OTHER CONDITIONS OR DOCUMENTS MAY
EXIST THAT WOULD AFFECT THIS PROPERTY. NO LIABILITY IS ASSUMED FOR LOSS
RELATING TO ANY MATTER THAT MIGHT BE DISCOVERED BY AN ABSTRACT OR TITLE SEARCH
OF THE PROPERTY.

THE LATEST DATE OF FIELD WORK SHOWN IS APPLICABLE TO PROVISIONS
OF STATUTES OF LIMITATION.

THIS PROPERTY IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, COVENANTS, ZONING
ORDINANCES, ENVIRONMENTAL RESTRICTIONS, AND RIGHTS-OF-WAY SHOWN OR NOT SHOWN,
RECORDED OR NOT RECORDED.

W.D. GRAY AND ASSOCIATES, INC. HAS MADE NO INVESTIGATION AS TO THE EXISTENCE
OR NON-EXISTENCE OF UNDERGROUND UTILITIES AND/OR STRUCTURES. BEFORE ANY LAND
DISTURBANCE ACTIVITY BEGINS, UNDERGROUND UTILITIES SHOULD BE IDENTIFIED AND
LOCATED. W.D. GRAY AND ASSOCIATES, INC. ASSUMES NO LIABILITY FOR LOSS OR
DAMAGES CAUSED BY THE DISCOVERY OF OR DISTURBANCE OF UNDERGROUND UTILITIES
AND/OR STRUCTURES.

UNLESS OTHERWISE STATED, ONLY EVIDENCE OF EASEMENTS OR STRUCTURES THERETO
WHICH ARE READILY APPARENT FROM A CASUAL ABOVE GROUND VIEW OF THE PREMISES
ARE SHOWN. NO LIABILITY IS ASSUMED BY THE UNDERSIGNED OR BY W.D. GRAY AND
ASSOCIATES, INC. FOR LOSS OR DAMAGES RELATING TO THE EXISTENCE OF ANY
EASEMENT NOT DISCOVERED FROM THE CASUAL ABOVE GROUND VIEW OF THE PREMISES.

ALL BUILDING RESTRICTIONS INCLUDING BUT NOT LIMITED TO BUILDING SETBACKS,
WATERSHED BUFFERS, WATERSHED SETBACKS, UNDISTURBED BUFFERS, ETC. SHOULD BE
INTERPRETED AND VERIFIED BY THE PROPER GOVERNING AUTHORITY BEFORE ANY LAND
PLANNING AND/OR LAND DISTURBANCE ACTIVITY BEGINS.



(i) As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land
surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval
certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be
confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended
use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with
the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations
of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set
forth in O.C.G.A. Section 15-6-67.

W.D. Gray

01-23-2026

PREPARED FOR:

HECTOR ALMANZA

LAND LOT 108, 5TH DISTRICT
CITY OF PEACHTREE CITY
FAYETTE COUNTY, GA.
SCALE: 1" = 40'
DATE OF SURVEY: 05-22-2025
DATE OF PLAT: 10-03-2025
REVISED: 01-22-2026 TO SHOW
APPROXIMATE LOCATION OF
SEPTIC LINE ON LOT 45

CLOSURE DATA
FIELD CLOSURE = 1" : 25,590
ANGLE POINT ERROR = < 6"
EQUIPMENT USED: TOPCON GPT 8203
ADJUSTMENT METHOD: NONE
PLAT CLOSURE:
LOT 44-A = 1" : 304,768
LOT 44-B = 1" : 251,446
LOT 45 = 1" : 367,504

IN MY OPINION, THIS PROPERTY DOES NOT
LIE WITHIN THE 100 YEAR FLOOD PLAIN AS
SHOWN ON THE FLOOD INSURANCE
RATE MAP, 13113 C 0093 E
DATED: SEPTEMBER 26, 2008

DRAINAGE NOTE

THE OWNER OF RECORD, ON BEHALF OF HIMSELF AND ALL SUCCESSORS IN INTEREST SPECIFICALLY RELEASES
THE CITY OF PEACHTREE CITY FROM ANY AND ALL LIABILITY AND RESPONSIBILITY FOR FLOODING OR EROSION
FROM STORM DRAINS OR EROSION FROM STORM DRAINS OR FROM FLOODING FROM HIGH WATER OF NATURAL
CREEKS, RIVERS OR DRAINAGE FEATURES SHOWN HEREIN. A DRAINAGE EASEMENT IS HEREBY ESTABLISHED
FOR THE SOLE PURPOSE OF PROVIDING FOR THE EMERGENCY PROTECTION OF THE FREE FLOOD SURFACE WATERS
ALONG ALL WATERCOURSES AS ESTABLISHED BY THE CITY. THE CITY ENGINEER AND/OR THE CITY'S PUBLIC
WORKS DEPARTMENT MAY CONDUCT EMERGENCY MAINTENANCE OPERATIONS WITHIN THIS EASEMENT
WHERE EMERGENCY CONDITIONS EXIST. EMERGENCY MAINTENANCE SHALL BE THE REMOVAL OF TREES
AND OTHER DEBRIS, EXCAVATION, FILLING AND THE LIKE NECESSARY TO REMEDY A CONDITION WHICH IN
THE JUDGMENT OF THE CITY ENGINEER OR PUBLIC WORKS DIRECTOR, IS POTENTIALLY INJURIOUS TO LIFE,
PROPERTY OR THE PUBLIC ROADS OR UTILITY SYSTEM. SUCH EMERGENCY MAINTENANCE, CONDUCTED FOR
THE COMMON GOOD, SHALL NOT BE CONSTRUED A CONTINUING MAINTENANCE OBLIGATION OF THE CITY
OF PEACHTREE CITY NOR AN ABOGATION OF THE CITY'S RIGHTS TO SEEK REIMBURSEMENT FROM THE
OWNER (S) OF THE PROPERTY(IES) OF THE LANDS THAT GENERATED THE CONDITIONS.

THE CITY OF PEACHTREE CITY SHALL NOT BE HELD ACCOUNTABLE OR LIABLE FOR CLAIMS OF INJURY OR
DAMAGE RESULTING FROM THE STORMWATER DRAINAGE SYSTEM INSTALLED ON THE PROPERTY IDENTIFIED ON
THIS PLAT AND SHALL BE INDEMNIFIED FROM CLAIMS BROUGHT BY DOWNSTREAM OWNERS BASED ON THE
OPERATION, FAILURE TO OPERATE, IMPROPER DESIGN OR IMPROPER CONSTRUCTION.

THE CITY OF PEACHTREE CITY DOES NOT ENFORCE RESTRICTIVE DEEDS AND COVENANTS OR ADMINISTER
HOMEOWNER ASSOCIATIONS.

HEALTH DEPARTMENT.

PRIOR TO SUBMITTAL OF BUILDING PLANS, THE OWNER OF EACH LOT SHALL SUBMIT A LEVEL 3 SOILS TEST TO THE
FAYETTE COUNTY HEALTH DEPARTMENT INDICATING THE LOT IS SUITABLE FOR A SEPTIC SYSTEM.

Bonnie Turner

02/17/2026

ENVIRONMENTAL HEALTH SPECIALIST

DATE

THIS PLAT COMPLIES WITH THE ZONING REGULATIONS, THE LAND DEVELOPMENT ORDINANCE AND ALL OTHER
REGULATIONS GOVERNING THE LAND DEVELOPMENT FOR THE CITY OF PEACHTREE CITY.

David Borkowski

Mar 9, 2026

CITY ENGINEER

DATE

Shayla reed

Mar 6, 2026

CITY PLANNER

DATE

K. Learnard

Mar 12, 2026

MAYOR/CITY MANAGER

DATE

Yasmin Julio

Mar 12, 2026

CITY CLERK

DATE

OWNER'S ACKNOWLEDGEMENT

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, AND IN PERSON
OR THROUGH A DULY-AUTHORIZED AGENT, ACKNOWLEDGES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY,
AND THAT HE OR SHE IS AWARE AND ACKNOWLEDGES THE CHANGES SHOWN ON THIS PLAT.

Stephen E. Pritchard

DATE

OWNER/AGENT - LOT 44

Sandra K. Pritchard

DATE

OWNER/AGENT - LOT 45

OWNER'S CERTIFICATE.
I, BEING THE OWNER OF THE LAND SHOWN ON THIS PLAT, HEREBY CERTIFY THAT
ALL STATE CITY AND COUNTY TAXES OR OTHER ASSESSMENTS NOW DUE ON THIS
LAND HAVE BEEN PAID; ALL STREETS, DRAINAGE WAYS AND EASEMENTS SHOWN
HEREON ARE DEDICATED TO THE USE OF THE PUBLIC AND ENFORCEMENT BY PUBLIC
SAFETY OFFICIALS FOREVER; AND THAT I WILL BE RESPONSIBLE FOR THE MAINTENANCE
AND REPAIR OF ALL INFRASTRUCTURE ASSOCIATED WITH THIS DEVELOPMENT UNTIL
EXPIRATION OF THE MAINTENANCE PERIOD.

Stephen E. Pritchard

DATE

OWNER/AGENT - LOT 44

Sandra K. Pritchard

DATE

OWNER/AGENT - LOT 45

FINAL SURVEYOR'S CERTIFICATE
IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL
SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY SUPERVISION; THAT ALL MONUMENTS SHOWN
HEREON ACTUALLY EXIST OR ARE MARKED AS "FUTURE" AND THEIR LOCATION, SIZE, TYPE, AND
MATERIAL ARE CORRECTLY SHOWN; THIS PLAT CONFORMS TO ALL REQUIREMENTS OF GEORGIA PLAT ACT.

BY *W.D. Gray*

REGISTERED GEORGIA LAND SURVEYOR

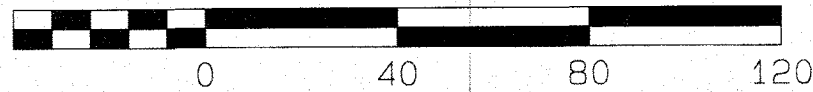
NO. #2984

DATE 01-23-2026

LINE	ARC	CHORD BEARING	RADIUS	CHORD
C1	57.62'	S14°02'15"E	1457.69'	57.62'
C2	62.38'	S16°23'45"E	1457.69'	62.37'
C3	55.67'	S10°58'42"W	50.00'	52.84'
C4	47.38'	S48°28'32"E	50.00'	45.63'
C5	90.36'	N52°36'24"E	50.00'	78.56'

GRAPHIC SCALE

1"=40'



W. D. GRAY

Land Surveyors - Planners

160 Greencastle Road Suite B Tyrone, 30290

PH. 770-486-7552

Fax: 770-486-0496

AND ASSOCIATES, INC.

LSF000701

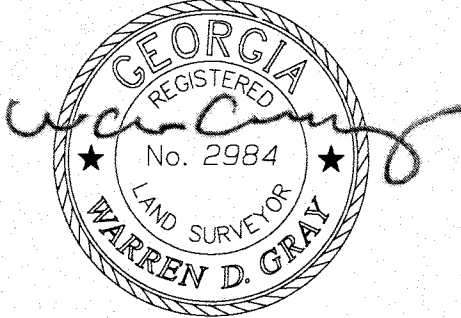
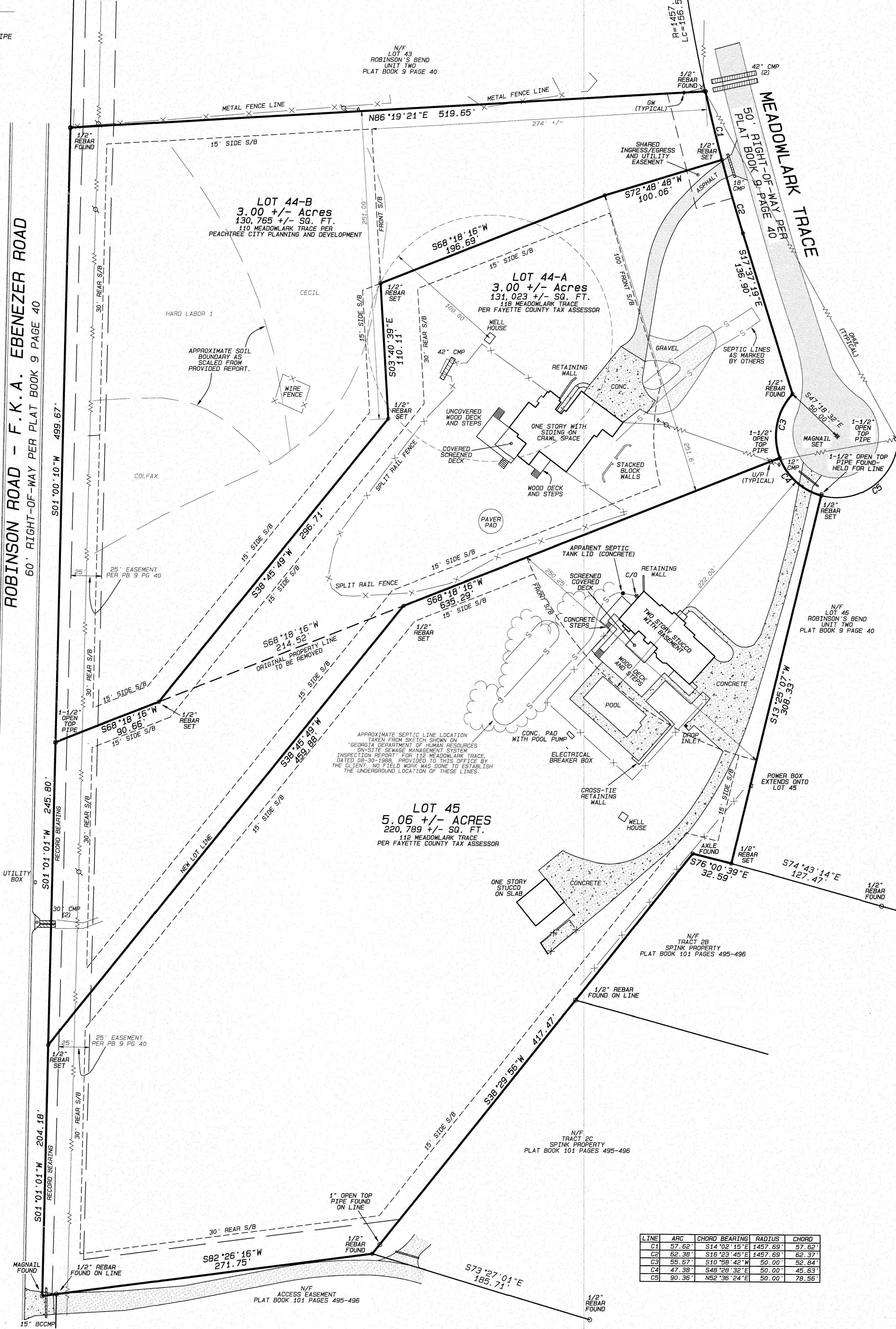
JOB NO: 2101003

REVISED FINAL PLAT OF LOT 44 AND LOT 45
OF ROBINSON'S BEND, UNIT TWO

RECORDED IN PLAT BOOK 9, PAGE 40
THE PURPOSE OF THIS REVISED PLAT IS TO RECONFIGURE
LOT 44 AND LOT 45 INTO THREE LOTS INSTEAD OF TWO,
TURNING LOT 44 INTO LOTS 44-A AND LOT 44-B

LEGEND
N/F - NOW OR FORMERLY
S/B - SETBACK
CMP - CORRUGATED METAL PIPE
BCMP - BITUMINOUS COATED CORRUGATED METAL PIPE
GW - GUY WIRE
CONC. - CONCRETE
PB - PLAT BOOK

ROBINSON ROAD - F.K.A. EBENEZER ROAD
60' RIGHT-OF-WAY PER PLAT BOOK 9 PAGE 40



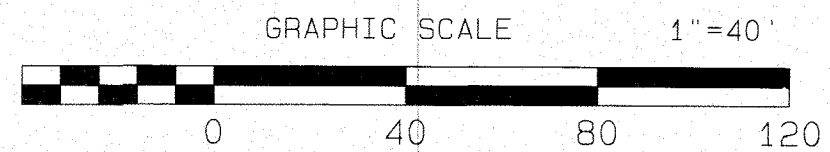
PREPARED FOR:
HECTOR ALMANZA
LAND LOT 108, 5TH DISTRICT
CITY OF PEACHTREE CITY
FAYETTE COUNTY, GA.
SCALE: 1" = 40'
DATE OF SURVEY: 05-22-2025
DATE OF PLAT: 10-03-2025
REVISED: 01-22-2026 TO SHOW
APPROXIMATE LOCATION OF
SEPTIC LINE ON LOT 45

W. D. GRAY

AND ASSOCIATES, INC.

LSF000701

Land Surveyors - Planners
160 Greencastle Road Suite B Tyrone, 30290
PH. 770-486-7552 Fax: 770-486-0496



LINE	ARC	CHORD BEARING	RADIUS	CHORD
C1	57.62'	S14°02'15"E	1457.69	57.62'
C2	62.38'	S16°23'45"E	1457.69	62.37'
C3	55.67'	S10°58'42"W	50.00	52.84'
C4	47.38'	S48°28'32"E	50.00	45.63'
C5	90.36'	N52°36'24"E	50.00	78.56'

JOB NO: 2101003

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Administrative Variance Committee

FROM:

DATE: August 28, 2026

SUBJECT: Variance request for encroachment into a rear setback to allow the construction of a sunroom, 209 Masters Drive

Discussion:

The applicant is requesting relief in the form of an Administrative Variance from the rear setback requirement in Section 1004.4 (h), of the GR-12 (General Residential), residential zoning district which requires a minimum rear setback depth of 20 feet.

The applicant purchased the property on April 15, 2022 and is proposing to construct a sunroom addition at the rear of the existing residence. As proposed, the sunroom would extend two feet into the required 20-foot rear yard setback. An Administrative Variance must be approved before a building permit may be issued for the proposed addition. The applicant states that the variance is necessary due to the existing interior configuration of the residence, which they believes limits feasible locations for the proposed sunroom. The Applicant further indicates that relocating or reconfiguring the proposed addition would create a financial burden.

Based on Section 1204(1)(b) of the Zoning Ordinance, an Administrative Variance may be requested for an encroachment into a required residential rear yard setback, provided the requested reduction “would not exceed ten percent of the required setback per the zoning district ordinance, provided that there is no other feasible location on the property that would accommodate the proposed structure without encroaching into the minimum zoning setback, and the proposed structure uses similar building and roof materials, roof pitch, and color scheme as the primary structure.”

Aerial of Site:



As part of the application, the applicant has included the following:

- Justification narrative
- Site plan showing the location of the sunroom encroachment into the rear setback.

Administrative Variance Application Requirements:

Per Section 1204 of the Peachtree City Zoning Ordinance, applications for an administrative variance may only be considered if the following requirements are met:

- The request is for a rear residential zoning setback encroachment that would not exceed ten percent of the required setback per the zoning district ordinance, provided that there is no other feasible location on the property that would accommodate the proposed structure without encroaching into the minimum zoning setback, and the proposed structure uses similar building and roof materials, roof pitch, and color scheme as the primary structure; or

Administrative Variance Review:

Section 1204 states that, “a request for an administrative variance shall be administered by a special administrative variance committee consisting of the City Planner, the City Manager and a member of City Council.”

The full purpose statement of the Zoning Ordinance is:

The purpose of this ordinance is to promote the health, safety, convenience, order, prosperity and general welfare of the present and future inhabitants of the city; and to assure the development of the city in accordance with the land use and thoroughfare plan as adopted, and as amended from time to time; to protect the population from the danger and inconvenience of traffic congestion; to prevent overcrowding of the land and the undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, recreation and other public requirements; to regulate with reasonable consideration the character of existing and future uses of the land in order to promote desirable living conditions and neighborhood stability, protect property against blight and depreciation, secure economy in governmental expenditures, and protect against floods and other natural hazards.

Budget Impact:

None

Attachments:

1. Application Packet



ADMINISTRATIVE VARIANCE APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269

Phone: 770-487-5731

WWW.PEACHTREE-CITY.ORG

VARIANCE LOCATION	Street Address <u>209 Maskers Drive</u> <u>PTC GA 30269</u>	PROPERTY OWNER	Name <u>Patricia K David Smith</u>
	Zoning District: <u>6R-12</u>		Phone _____ Email _____
SUMMARY	Briefly describe why this variance is being requested: <u>building 4 season room on back of home & because of odd shape of lot a portion of addition falls into rear setback</u>	SUPPORTING DOCUMENTS	Please submit the following items. See the second page of this form for additional details.
			☒ Site plan (with property lines and proposed work) ☒ Letters of support from adjacent property owners and/or HOA ☐ Other items demonstrating need

ADMINISTRATIVE VARIANCE	☐ Existing Violation:	1.) Were you the property owner when the existing violation occurred? ☐ Yes ☐ No
	☒ Setback Encroachment:	1.) Which property line setback? ☐ Front ☒ Rear ☐ Side 2.) How much encroachment requested? (feet) <u>2</u> 3.) Is the proposed structure using the same building materials as on the main home? ☒ Yes ☐ No ☐ Other _____ 4.) Have you submitted the required letters of support from: ☒ HOA letter OR ☐ No active HOA ☒ ALL adjacent property owners (not including city-owned)
	☐ Parking:	1.) # spaces required _____ #spaces requested _____
	☐ Fence:	1.) Is the fence a required pool barrier? ☐ Yes ☐ No 2.) If not a pool fence, is height more than 25%? ☐ Yes ☐ 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: [Signature] Date 5.19.26

CITY USE ONLY	Meeting Date	
	Motion	☐ Approved ☐ Approved w/ conditions ☐ Denied Conditions: _____
	Signatures	_____ City Manager Date _____ Council Member Date
	Attest	_____ City Clerk Date

Return to:
 Warner, Hooper & Ramsey, P.C.
 101 World Drive – Suite 325
 Peachtree City, Georgia 30269



Doc ID: 011523150002 Type: WD
 Recorded: 04/20/2022 at 03:00:00 PM
 Fee Amt: \$265.00 Page 1 of 2
 Transfer Tax: \$240.00
 Fayette, Ga. Clerk Superior Court
 Sheila Studdard Clerk of Court

BK **5484** PG **650-651**

STATE OF GEORGIA

COUNTY OF FAYETTE

LIMITED WARRANTY DEED

This indenture made this **15th** day of **April, 2022**, between **JAMES THOMAS MALCOLM** and **TERRY LEE MALCOLM** (hereinafter called "Grantors"), and **PATRICIA MALCOM SMITH** (hereinafter called "Grantee") (the word Grantors and Grantee to include their respective heirs, successors, and assigns where the context requires or permits).

WITNESSETH: That Grantors, for and in consideration of the sum of Ten and no/100 Dollars (\$10.00), and other good and valuable consideration in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents grant, bargain, sell, alien, convey and confirm unto the said Grantee the following described property:

All that tract or parcel of land lying and being in Land Lot 41 of the 6th District of Fayette County, Georgia, and being Lot 4, Block A, Phase I of The Fairways Subdivision as shown on that plat of survey prepared by Ashford Engineers, Inc., Kenneth L. Nutt, Registered Land Surveyor, dated January 31, 1991, recorded in Plat Book 21, Page 156, in the office of the Clerk of Superior Court of Fayette County, Georgia, which plat is incorporated herein for a more particular description.

This conveyance is made subject to all zoning ordinances, easements and restrictions of record, if any, affecting said bargained premises.

To have and to hold the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee in fee simple.

And the said Grantors will warrant and forever defend the right and title to the above-described property unto the said Grantee against the claims of all persons whomsoever, claiming by, through or under Grantors.

Book: 5484 Page: 650 Seq: 1

In witness whereof, the Grantors has signed and sealed this deed, the day and year above written.


James Thomas Malcolm

Terry Lee Malcolm

Signed, sealed and delivered this
in the presence of:



...

Patricia and David Smith
209 Masters Drive
Peachtree City, GA 30269

5/21/2026

City of Peachtree City
Planning & Zoning Department / Board of Zoning Appeals
151 Willowbend Road
Peachtree City, GA 30269

Subject: Hardship Letter – Request for Variance for 4-Season Room Addition
Property Address: 209 Masters Drive Peachtree City GA 30269
Variance Requested: Side/Rear Setback Encroachment (as applicable)

Dear Members of the Board of Zoning Appeals,

I am writing to respectfully request a variance from the City of Peachtree City zoning regulations to allow construction of a 4-season room addition that will encroach on the required rear setback at the above-referenced property. We would like to request an encroachment of no more than 2' into the 20' rear setback. This letter outlines the unique hardships that make strict compliance with the setback requirements difficult for us.

The proposed location for the 4-season room is the only feasible placement given the existing interior wall layout of our home. Any other orientation (for example, on the left side of the home) would require major structural modifications to the current floor plan, significantly disrupting the functionality and flow of the living spaces. Additionally, this location minimizes visibility of the addition from the street, which is consistent with the City's and neighborhood's preference for preserving the aesthetic character of the streetscape.

Relocating the addition to a fully conforming location on the lot would require extensive redesign and reconstruction with diminishing returns that would be cost-prohibitive for my wife and me. The financial burden of such alterations would place a hardship on our household.

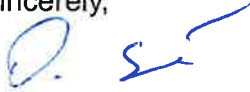
Our property presents additional unique challenges that contribute to this hardship. As a corner lot situated on a cul-de-sac, it features disjointed lot lines and an angled house orientation necessitated by the street layout. These conditions create an irregular building envelope that makes standard compliance unusually difficult compared to typical rectangular interior lots.

We have received strong support for this project from both immediately adjacent neighbors and our Homeowners Association. Their letters of support are attached for your review.

We believe granting this variance will allow a modest improvement that is compatible with the surrounding neighborhood, will not adversely affect adjacent properties, and will not be contrary to the public interest. We are committed to working with staff to incorporate any reasonable conditions the Board may deem appropriate.

Thank you for your time and consideration of our request. We are available at your convenience to provide additional information or to attend the hearing.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Smith', with a stylized flourish extending from the end.

David Smith

Carol K. Case

211 Masters Drive So.

Peachtree City, Ga. 30269

Paul S. Kory

207 Masters Drive So.

Peachtree City, Ga. 30269

Fairways Community @

Westward360.com

Newnan, Ga. 30265

April 20, 2026

Good afternoon neighbors!

Pat and I are moving closer to our plans for a sunroom. We are working with Mr. Brooks Pfeifer with Pfeifer Building Company, a local licensed and insured contractor. We are in the initial stages and before moving forward, we are requested by the City of Peachtree City, to submit our intentions and site plan to our next-door neighbors and the HOA. The intention is for approval of the site plan footprint for a variance approval.

When we receive your approval, then we would be able to move forward to finalizing plans and drawings. Once the plans and drawings are completed, we will submit for approval from the HOA, and the City of Peachtree City, Ga.

I have attached the site plan. If any questions, please let us know!

Patricia and David Smith

209 Masters Drive South

Peachtree City, Ga. 30269

If you agree and approve, please sign and date below.

Carol K. Case

Paul S. Kory

Fairways Community HOA

4/20/26

Paul Kory

Carol K. Case

Paul S. Kory

Fairways Community @

211 Masters Drive So.

207 Masters Drive So.

Westward360.com

Peachtree City, Ga. 30269

Peachtree City, Ga. 30269

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April 20, 2026

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Patricia and David Smith

209 Masters Drive South

Peachtree City, Ga. 30269

If you agree and approve, please sign and date below.

Carol K. Case

Paul S. Kory

Fairways Community HOA

Carol K Case

The Fairways Community Association, Inc.
168 Scenic Hills Dr
Newnan, GA 30265

NOTICE OF APPROVAL

May 05, 2026

Patricia Smith
209 Masters Drive South
Peachtree City, GA 30269

RE: 209 Masters Drive South

Dear Patricia Smith,

The **Architectural Review Committee (ARC)** of The Fairways Community Association, Inc. has completed its review of your application for the proposed improvement. After careful review, the ARC has **approved** your request as submitted. This approval is granted **subject to the following conditions:**

Preliminarily approved sunroom addition on the back side of the house based on the plat submitted for review. Submit final drawings of the sunroom for approval prior to the start of any work on this project.

All work must conform to the Association's governing documents, Architectural Guidelines, and applicable local codes and ordinances. Obtain all required city or county building permits prior to starting work (if applicable). Improvements may not encroach upon Common Elements or neighboring properties.

We reserve the right to make a final inspection of the change to make sure it matches the request you submitted for approval. Please follow the plan you submitted or submit an additional request form if you cannot follow the original plan. The homeowner is responsible for ongoing maintenance and ensuring the improvement remains in a condition consistent with community standards.

Our approval here is only based on the aesthetics of your proposed change. This approval should not be taken as any certification as to the construction worthiness or structural integrity of the change you propose. Be aware that you are responsible for contacting the appropriate Utility Companies before digging.

Thank you for adhering to the architectural guidelines of the community. We appreciate your patience while this information was reviewed.

Sincerely,

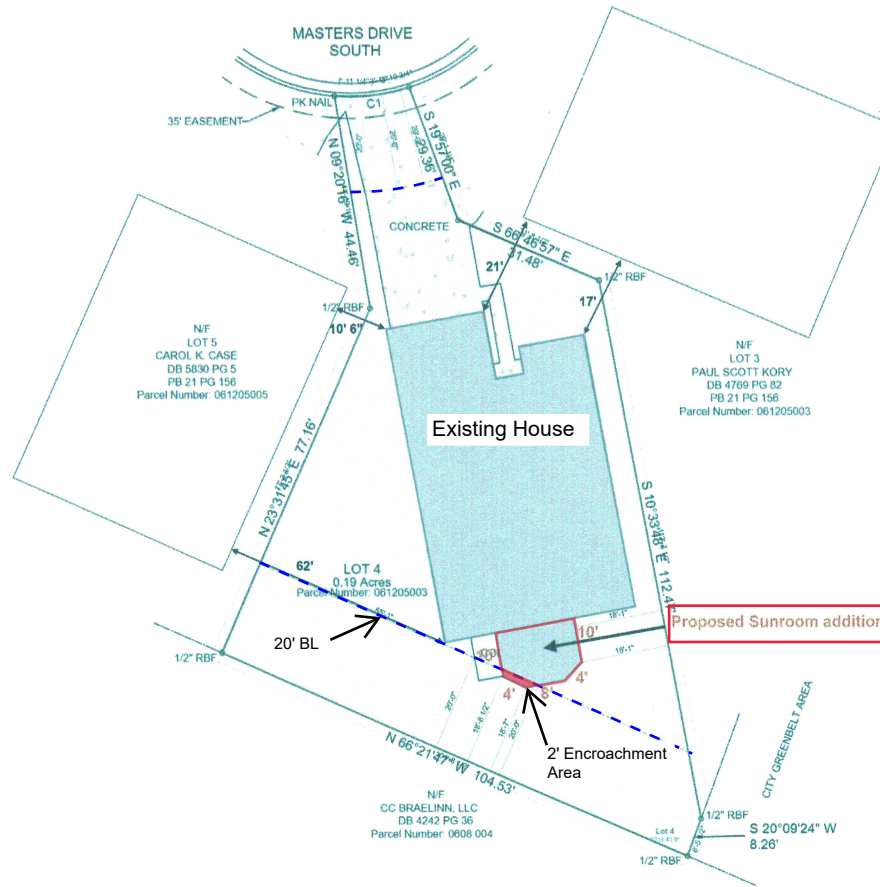
The Fairways Community Association, Inc.

This Community is Professionally Managed By:
Westward360 - Newnan
(678) 423-0555

THIS BLOCK RESERVED FOR THE CLERK
OF THE SUPERIOR COURT.

LEGEND
RBF=REBAR FOUND
RBS=REBAR SET
CTP=CRIMP TOP PIPE
L.L.=LAND LOT
L.L.L.=LAND LOT LINE
P.L.=PROPERTY LINE
CO=CONSTRUCTION ENTRANCE
EP=EDGE OF PAVEMENT
P.O.B.=POINT OF BEGINNING
B/L=BUILDING SETBACK LINE
D.E.=DRAINAGE EASEMENT
NF=NOW OR FORMERLY
F.W.P.D.=FIELD WORK
PERFORMED DATE
O/F=OUT OF FLOOD PLAIN
DB=DEED BOOK
PG=PAGE
PB=PLAT BOOK
HH=HOUSE NUMBER

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	15.66'	40.00'	22°25'31"	N 83°19'30" E	15.56'



- 20' Building Setback
- Proposed Sunroom Addition
- Encroachment Area

The encroachment being requested is 2' into the rear setback. The remaining setback area will be 18'.

SURVEYORS CERTIFICATION:

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated herein. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

FINAL SURVEYOR'S CERTIFICATE

IT IS HEREBY CERTIFIED THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY SUPERVISION; THAT ALL MONUMENTS SHOWN HEREON ACTUALLY EXIST OR ARE MARKED AS "FUTURE" AND THEIR LOCATION, SIZE, TYPE, AND MATERIAL ARE CORRECTLY SHOWN. THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE GEORGIA PLAT ACT (O.C.G.A. SECTION 15-6-67).

BY: SWINSON A. GASKINS, Sr. GEORGIA REGISTERED LAND SURVEYOR NO. 1620
DATE: 03/24/26

Job No. 209 Masters Dr.

Drawn By: R.D.G.
Reviewed By: S.A.G.
Issue Date: 03/24/26
F.W.P.D.: 03/11/26
Revisions: _____
Date: _____



Prepared For:

PATRICIA SMITH

Lot 4
The Fairways Subdivision
PB 21 PG 156
209 Masters Drive
Peachtree City, Ga 30269

Land Lot 41 Of The 6th Land District
Fayette County, Georgia

S.A. GASKINS &
ASSOCIATES, LLC

surveyors planners development consultants
981 CAMPGROUND ROAD GRIFFIN, GA 30223
678-571-3054
rdgaskins79@gmail.com