

**CITY OF BERKELEY LAKE  
4040 SOUTH BERKELEY LAKE ROAD  
BERKELEY LAKE, GEORGIA 30096  
PLANNING & ZONING COMMISSION MEETING  
FINAL MINUTES  
November 12, 2019  
7:15 PM**

Those in attendance at the meeting were as follows:

Commission Members:               Pekka Ignatius  
  Rand Kirkus  
  Robin Sansone

Deputy City Administrator:       Pat Chapman

Citizens Present:                     1

**I. CALL TO ORDER:**

Vice Chairman Ignatius called the meeting to order at 7:25 PM at 4040 South Berkeley Lake Road. A quorum was present. Deputy City Administrator Pat Chapman and one member of the public were also present.

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

Ignatius asked if there were any changes to the printed agenda. There were none.

**III. MINUTES**

a) Minutes of August 13, 2019

**Sansone moved to approve the minutes of the August 13 meeting, Kirkus seconded and all voted to approve the minutes.**

b) Minutes of September 10, 2019

**Sansone moved to approve the minutes of the September 10 meeting. Kirkus seconded and all voted to approve the minutes.**

**IV. ELECTION OF OFFICERS**

**Sansone move to defer this item to the next meeting. Kirkus seconded and all voted in favor.**

## V. OLD BUSINESS

There was none.

## VI. NEW BUSINESS

1. PZV 19-04, 4304 Balmoral Glen Drive, Applicant/Owner Ledley Yaussy, requests approval to install a second kitchen in single-family residence, pursuant to Section 78-317 (c)(2) of the Zoning Ordinance, for purpose of operating a home-based business.

Ledley Yaussy was present to provide a summary of the application and answer questions from the commission.

**Following discussion, Kirkus moved to approve the variance as requested. Sansone seconded with a condition that the basement never be converted to a second dwelling and all voted in favor.**

## VII. CITIZEN COMMENTS:

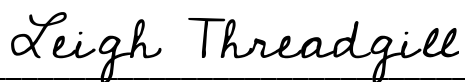
None

## VIII. DISCUSSION:

## IX. ADJOURNMENT

**There being no further business, Sansone move to adjourn. Kirkus seconded. All voted in favor and Ignatius adjourned the meeting at 7:45 PM.**

Respectfully submitted,



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Leigh Threadgill  
Deputy City Administrator