

**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
JANUARY 16, 2021**

The meeting was called to order at 8:30 a.m. at the Administration Building.

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
John Mackin
Scott Vliek
Margaret Williford
Charlie Ray, Building Commissioner
Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meetings of December 13, 2020 were unanimously approved.
- IV. Building Commissioner Report
Building Commissioner reports on the following topics:
 - A. List of active permits/project status
 - B. Inspections conducted in previous months
- V. New permit applications
Prior to the meeting, the Committee visited three proposed building sites at 227 McAllister, 438 E. St. Clair (teardown) and 116 W. Fairwater. The Committee was accompanied by the Building Commissioner at 438 E. St. Clair and 116 W. Fairwater.
 - A. 123 W. Lake Front - home
 - B. 227 McAllister - home
 - C. 438 E. St. Clair - home
 - D. Trees – 121 E. Lake Front Drive
- VI. Public Comments – None.
- VII. Old Business
 - A. 4 Pleasant Ave. – Building Commissioner reports that owner has removed stairway to the roof but has not removed the rooftop hatchway as ordered by the BZA. The owner has not paid the penalty of \$500. Motion Lies, second Vliek, to require owner to remove the roof hatchway and pay the penalty by January 30, 2021 or a stop order will be issued. Motion approved



unanimously.

- B. 120 S. Montana – Owner wants to construct a workshop on the property. Building Commissioner reports on the specifications for a 20' by 20' structure. Motion Lies, second Williford, to approve permit. Motion approved unanimously.

VIII. Discussion

- A. 227 McAllister – home/site. Discussion regarding the site. Architect Mark Weber discussed the site, approval of septic system, distance from marshland. Owner A. Spaeth also addressed the Committee. Motion Lies, second Mackin, to approve permit based on drawings with reference date of January 11, 2021. Motion approved unanimously.
- B. 438 E. St. Clair – home/site. Discussion that structure is a teardown. Commissioner Wagner notes that teardown permit required. Discussion regarding proximity of driveway to adjoining property. Architect Mark Weber discusses driveway will not cross property lot line. Motion Lies, second Mackin, to approve site plan dated January 11, 2021. Motion approved unanimously.
- C. 116 W. Fairwater – home/site. Discussion Chairman Wagner that the entire structure would be on steep slope. Architect Patrick Rosen present to report that size of structure was reduced as a result of the Committee meeting of December 13, 2020 comments. Discussion regarding the report on the two dunes where the structure would be located. Discussion on the amount of fill required between the dunes where structure would be located. Architect discussed new drawings prepared December 20, 2020. Discussion regarding placement of septic system vicinity to water table and ability to perform construction work without going into the steep slope beyond the silt fence. Motion Lies, second Williford, to table consideration of permit until February 13, 2021 to permit architect and owner to provide responses to Committee comments. Motion approved unanimously.
- D. 123 W. Lake Front Drive – site only. Discussion regarding the steep slope. Owner appears to discuss property square footage and of structure. Committee requested owner to provide updated drawings.
- E. Architect Mark Weber appears to provide strategy to Committee to utilize and to incorporate into ordinance for determining whether a structure can be constructed on a steep slope and how to determine dimensions of the structure. He suggested that the determination be made by following the natural contours of the dune. The Committee requested language conveying this concept to be incorporated into an Ordinance.
- IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion approved unanimously. Meeting adjourned at 10:50 a.m.

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**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
FEBRUARY 13, 2021**

The meeting was called to order at 8:30 a.m. at the Administration Building.

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
Brian O'Neil
Scott Vliet
Margaret Williford
Charlie Ray, Building Commissioner
Council Liaison, S. Loeb

I. Roll Call. There is a quorum.

II. Title VI forms are available online for attendees.

III. Elect Officers – Elections for officers were held. David Wagner elected as Chairman, Scott Vliet as Vice Chairman and Mark Lies as Secretary.

IV. Minutes – Minutes of the meeting of January 16, 2021 were unanimously approved.

V. Building Commissioner Report

Building Commissioner reports on the following topics:

A. List of active permits/project status

B. Inspections conducted in previous months

1. 4 Pleasant – Building Commissioner reports owner has removed the roof hatch as ordered by the BZA and this Committee and has paid the penalty.

2. 1 E. Dunes Highway – Both building permits are running out.

3. 158 E. Ripplewater – Stop work order issued by Building Commissioner and David Wagner.

C. Communications from residents

1. Questions about ordinances – Building Commissioner reports on communications from residents whether lots are buildable. He does not render an opinion and recommends that they consult with an engineer.

2. Questions for procedures to add on or remodel - none.

D. New permits on the horizon.

1. Remodel (1)

2. New homes – (1)

3. New construction (1)



VI. New permit applications

Building Commissioner Reports:

- A. 120 S. Montana – workshop
- B. 116 W. Fairwater – new home
- C. 123 W. Lake Front – new home
- D. Trees – 424 Myrtle, 164 E. Ripplewater, 40 S. Lake Front, removal approved.

VII. Public Comments – No public comments.

VIII. Old Business – None.

IX. Discussion

- A. 123 W. Lake Front Drive – new home. The Committee met and toured the site prior to the meeting. Owner participated in Committee meeting by telephone. Discussion regarding the driveway on the steep slope. Discussion regarding height of structure. Owner wants to place a gate at driveway entrance. Committee discussed that Beverly Shores is not a gated community and whether the gate meets the requirements for a fence. David Wagner suggested that the gate be removed from the plans and that the owner could apply later. Owner indicates that he will remove gate from the plans. The owner agreed to bring back a revised set of plan drawings. Committee agreed that owner meet all site bulk requirements and unanimously approved the site plan and the house plan.
- B. 116 W. Fairwater – new home. Architect and prospective owner participate in discussion. Committee had previously met and inspected the site on January 16, 2021. Architect Patrick Rosen, reports on extensive revisions to the site plan, including restricting the footprint of the house on the site, reducing the dimensions of the deck, eliminating disturbing the northern dune that faces the lakfront, reducing the area of the driveway, reducing excavation to eliminate having to bring in fill to the site, reducing the size of the structure by approximately 50 square feet. The Committee complimented the architect and prospective owner on the improvements to the specifications which are material. Committee discussed with prospective owner and architect potential logistical issues with stabilizing the dunes during excavation to prevent collapse. Prospective owner and architect report on various construction techniques and devices that can be used to stabilize the dunes during construction. David Wagner reports that owners must be deed holders in order to obtain the permit. Town attorney has advised that the Committee can move forward to approve the permit for the revised site plan, but if the prospective owner does not purchase the property, any new purchaser must initiate a new permit process. Motion to approve revised site plan was approved unanimously.

X. Adjournment – Motion Lies, second Viiek, to adjourn. Motion approved unanimously. Meeting adjourned at 9:52 a.m.



**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
APRIL 10, 2021**

The meeting was called to order at 8:30 a.m. at the Administration Building.

Roll call:

Present: David Wagner, Chairman
 Mark Lies, Secretary
 Brian O'Neil
 Scott Vliek
 Margaret Williford
 Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of February 13, 2021 were unanimously approved.

IV. Building Commissioner Report

Commissioner Wagner reports that Charlie Ray of the Duneland Group is no longer the Building Commissioner. He had to resign because of his professional commitments. It was noted that he did not charge the Town for his services as Building Commissioner. The Committee members noted his excellent services and their appreciation. He will continue to be a resource if requested. The Town Council appointed Dave Wagner as the Building Commissioner. He has requested Scott Vliek and Brian O'Neil to act as his designated and authorized representatives to assist him and they have accepted the positions.

A. List of active permits/project status – S. Vliek reports.

B. Inspections conducted in previous months

- 1. 108 W. Fairwater – S. Vliek reports three items related to safety were not complete and another inspection will be needed before an occupancy permit can be issued.

C. Communications from residents

There have been questions about contractors who have been attempting to defraud residents by offering to perform services and asking for payment in advance before performing any services. Chairman Wagner reports on NIPSCO closure of railroad crossing at Broadway for rail upgrade project. Chairman Wagner reports on potential bike trail through Town and potential location and impact.

D. New permits on the horizon.

- 1. Remodel - None
- 2. New homes – Report that there are going to be applications for four

DW

new homes.

3. New construction - None

V. New permit applications

A. 158 E. Ripplewater – Owner present for meeting. Committee informed that owner has since torn down non-compliant structure. Committee informed that owner started a fire that exceeded the approved size of open fire dimensions and created potential hazard. Motion Lies, second Vliek, to issue \$500 fine for non-compliance with permit specifications. Motion passed. Motion Lies, second Williford, to issue \$1,000 fine for fire. Motion passed. Owner has applied for permit for covered porch. Committee indicates that porch specifications are compliant. After owner pays the \$1,500 fines, the permit will be considered for approval.

VI. Public Comments

Architect P. Rosen appears on building permit application for 116 W. Fairwater. Commissioner Wagner reports that the drawings were just received and there was no time for review. Architect requests a Special Committee Meeting to approve building permit. Committee agrees to Special Meeting on April 24, 2021 at 8:30 a.m.

VII. Old Business – None.

VIII. Discussion

Committee discusses that the Town's fees for reviewing various permits for new construction or remodel do not reflect the fees that are charged by other communities and do not reflect that value of the services rendered by the Committee to conduct reviews of the specifications and surveys that the Committee is required to review as part of the review and approval process, including the construction site visits during construction and final approval. Committee discusses that there should be a review of fees charged by surrounding communities, including fees based on square footage of the house; a percentage of the value of the project; different fee structure dependent on whether the structure will be constructed on a site with or without a steep slope.

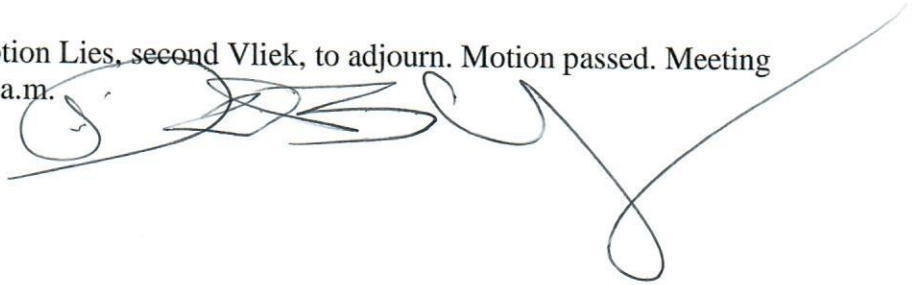
There was a discussion about whether there should be a surcharge if the site involves review of steep slope compliance. There was discussion about whether additional fees should be charged when an owner requests a final inspection and the structure is not ready for a final inspection. There was discussion about doubling permit fees when the structure is not completed within the original permit period and the owner has to submit a new permit application for review.

There was a discussion about separate fees for other permit applications for garages, small structures or driveways.

Discussion was also held on charging additional fees when a Special Committee Meeting is requested and setting criteria for when a Special Meeting should be agreed to for a meeting.

Committee will continue to consider the issue of the current fees and whether they should be increased as a revenue sources to reflect the service provided by the Committee to the applicant in the permit review process.

- IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion passed. Meeting adjourned at 10:25 a.m.

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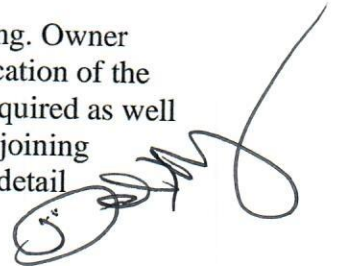
**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
JUNE 12, 2021**

The meeting was called to order at 8:30 a.m.

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
Brian O'Neil
Scott Vliek
Margaret Williford
Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of the May 8, 2021 regular meeting were approved.
- IV. Building Commissioner Report
 - A. List of active permits/project status - D. Wagner reports.
 - B. Inspections conducted in previous months - D. Wagner reports.
 - C. Communications from residents – Many phone calls have been received about possible construction projects. Discussion regarding requirement to have liability insurance if a roof project is over \$5,000. A permit is required for all roof work that involves work on the structure, remove sheeting or dormers. Discussion about changing the structure for a permit which includes a \$200 administrative fee.
 - D. New permits on the horizon – D. Wagner reports on new projects.
- V. New permit applications
 - A. 438 E. St. Clair - The Committee inspected the site prior to the meeting. The owner moved the structure forward on the site. Owner has applied for a tear down demolition permit. Motion Lies, second Williford to approve site permit. Motion passed. Motion Lies, second Vliek to approve building permit. Motion passes.
 - B. 227 McCallister - The Committee inspected the site prior to the meeting. Owner changed the design. One change is technical and the owner will have to redraw the drawings. Motion Lies, second Williford to approve site permit. Motion passes.
 - C. 712 E. Wilson - The Committee inspected the site prior to the meeting. Owner and builder present for meeting. Discussion regarding changes to location of the structure as well as driveway and the retaining wall that would be required as well as the drainage from driveway on potential flooding on street and adjoining property. Committee requested a “bubble drawing” of the driveway detail



showing rise of driveway, retaining wall, drainage which will be submitted prior to construction. Committee questioned surveyor notes on drawings regarding potential areas of steep slope and method of calculation of steep slope. Committee questions the types of drains across driveway and materials of construction of driveway. Committee recommends use of chevron drains on driveway and use of blacktop.

Motion Lies, second Vliek to approve site permit subject to 1) removal of survey or comment on drawing relating to the subject of the manner of determining the steep slope on site and 2) submission of "bubble drawing" of driveway showing detail of the rise of the driveway, retaining wall, and drainage of driveway prior to construction.

VI. Public Comments – None.

VII. Old Business –

- A. 116 W. Fairwater - Owner finally obtained septic permit from Porter County. Motion Lies, second Vliek to approve site permit. Motion passes. Motion Lies, second Vliek to approve building permit. Motion passes.
- B. 821 E. Lake Front - Owner requests 90 day extension of permit to complete railing above the garage due to inability of owner to obtain railing materials from construction. This is the first extension. Motion Lies, second O'Neil to approve extension of permit for 90 days. Motion passes.

VIII. Discussion

Committee discusses upcoming town council meeting agenda which includes increases in permit fees. Committee discusses possible uses of fire system standpipes on property to assist fire department when accessing site with fire hoses which occurred at recent fire at 715 E. Lake Front Drive.

IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion passed. Meeting adjourned at 9:54 a.m.

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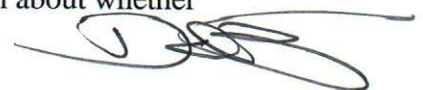
**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
JULY 10, 2021**

The meeting was called to order at 8:30 a.m.

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
Brian O'Neil
Scott Vliet
Margaret Williford
Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of the June 12, 2021 regular meeting were approved.
- IV. Building Commissioner Report
 - A. List of active permits/project status –
 1. 712 Wilson – owner to reduce size of home and must come before Committee with new drawings.
 2. 214 Pearson – the owner presented drawings that are not stamped or show square footage.
 - B. Inspections conducted in previous months – 1 W. Dunes Highway – owner advises that it has two tenants.
 - C. Communications from residents – Building Commissioner reports on questions about driveways and roofs. Confirm that there must be a house on the property before a garage can be installed, not a house on adjoining property.
 - D. New permits on the horizon – Building Commissioner reports many potential new projects.
- V. New permit applications – None.
- VI. Public Comments – Discussion about projects.
 - 4 Pleasant – The retaining wall exceeds the four feet height restriction. Discussion that permit expires on October 17, 2021. Driveway and septic system not completed. When project is completed, the slope must match original topography.
- VII. Old Business –
 - A. 105 E. Neptune - Owner previously fined \$1,000 for putting in additional parking. Owner appealing to Town Council.
 - B. 116 W. Fairwater - Owner initially installed fence in wrong location adjacent to side lot setback. Owner informed to relocate fence. Discussion about whether

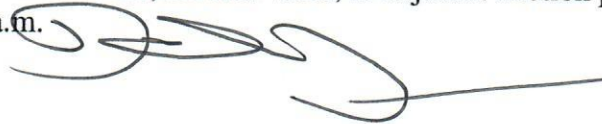


there should be a fine for each day of violation of permit. Motion Lies, second Vliek, to issue fine of \$1,000. Motion passed.

VIII. Discussion

Building Commissioner reports on proposed changes to the Town Code and Zoning Ordinance, Ordinance No. 2021-09. Building Commissioner reports on work by him and Charlie Ray, former Building Commissioner, to clarify ordinances. Town Council adopted the proposal and sent to Planning Commission for revisions and to return to Town Council. Discussion regarding revisions to determining lot coverage of structure, permit process, submission of drawings, authority of Building Commissioner to approve modifications, time limits for permits, registration of contractors, height of structures, removal of yards of sand for foundation and garage. Secretary notes that Town Council adopts Ordinance at its July 20, 2021 meeting.

IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion passed. Meeting adjourned at 10:27 a.m.

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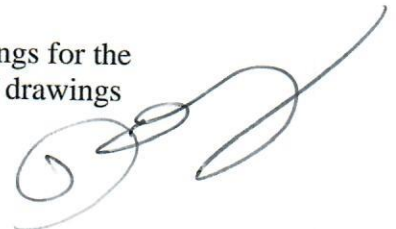
**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
AUGUST 14, 2021**

The meeting was called to order at 8:30 a.m.

Roll call:

Present: David Wagner, Chairman
 Mark Lies, Secretary
 Brian O'Neil
 Scott Vliek
 Margaret Williford
 Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of July 10, 2021 were unanimously approved.
- IV. Building Commissioner Report
 - A. List of active permits/project status – Building Commissioner reports that there are 29 active permits.
 - B. Inspections conducted in previous months – Building Commissioner reports on inspection findings, including:
 1. 10 Oval – site inspection revealed that structure cannot be remodeled and will have to be demolished.
 2. 703 E. Lake Shore County Road – retaining wall has developed bow that will need to be stabilized.
 3. 4 S. Pleasant – inspection conducted revealed that owner was occupying the structure without occupancy permit. Building Commissioner stopped work and issued \$7,000 fine. Fine has been paid and work has resumed.
 - C. Communications received from residents –
 1. Questions about ordinances – None.
 2. Questions for procedures to add on or remodel – None.
 - D. New permits on the horizon –
 1. Remodel – None.
 2. New Homes – None.
 3. New Construction – None.
- V. New permit applications
 - A. 121 E. Lake Front – New driveway. Discussion of the drawings for the Driveway. C. Ray, Duneland Group, presents explanation of drawings



and impact on dune and curbs, drains on driveway. Discussion on removal of trees and landscaping. Motion Lies, second Vliek, to approve permit for construction of driveway per drawing C-2 contingent upon submission of plan, designation and confirmation of trees to be removed. Building Commissioner authorized to approve landscaping plan. Motion approved unanimously.

VI. Public Comments – Resident S. Vance voices appreciation for the work of the Committee. Committee voices thanks.

VII. Old Business –

- A. 712 E. Wilson – Owner presents drawings to reduce size of structure, remove certain rooms, move location of structure. Motion Lies, second Vliek, to approve the revised drawings for structure reducing the square footage of the home as set out in drawing A/12 dated June 24, 2021. Motion approved unanimously.

VIII. Discussion

- A. 438 S. Clair – discussion regarding removal of various trees on site. Discussion regarding new ordinance that will require a permit for removal of trees. New ordinance is not yet in effect.

IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion approved unanimously. Meeting adjourned at 10:05 a.m.

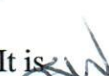
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**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
SEPTEMBER 11, 2021**

The meeting was called to order at 8:30 a.m. at the Administration Building

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
Brian O'Neil
Scott Vlieg
Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of August 14, 2021 were unanimously approved.
- IV. Building Commissioner Report
 - A. List of active permits/project status – Building Commissioner reports that there are 37 active permits, which may be the greatest number the Town has ever had. There is a potential project at 2 W. Ripplewater which will involve solar panels. The Town has no regulations relating to solar panels. He reports that there are 5-6 new projects that will fall under the new Town ordinances. He has received over 100 phone calls about projects that will be coming up. Building Commissioner reviews new projects.
 - B. Inspections conducted in previous months – Building Commissioner Reports.
 - C. Communications received from residents –
 1. Questions about ordinances – None.
 2. Questions for procedures to add on or remodel – None.
 - D. New permits on the horizon –
 1. Remodel – None.
 2. New Homes – None.
 3. New Construction – None.
- V. New permit applications
 - A. 201 S. Eaton – Remodel. Discussion about repairs to property to meet Code. Owner appear to discuss repairs to foundation and removal of trees. Motion O'Neil, second Lies, to approve site and building permit for 1,100 square foot project. Motion approved.
 - B. 533 E. Lake Front – New garage. No one appears for presentation. It is 

noted that the site plan is 18 years old and does not comply with current code requirements. Owner will require new site plan and also show tree removal. Motion Lies, second O'Neil, to deny permit application. Motion approved.

- C. 214 S. Pearson – Addition. Discussion regarding the square footage, will be adding 900 square feet. Discussion regarding drainage of property which cannot drain into wetland. Motion Lies, second O'Neil, to approve permit subject to providing information on drainage and water runoff. Motion approved.
- D. 2 W. Dunes Highway – Commercial sign. Discussion regarding size of sign and specific location. Committee will take no action at the time until a drawing is submitted showing size of sign and location.
- E. 2 E. Dunes Highway – Commercial sign. Discussion regarding sign being in State right of way. Motion Lies, second Vliek, to approve permit. Permit approved.

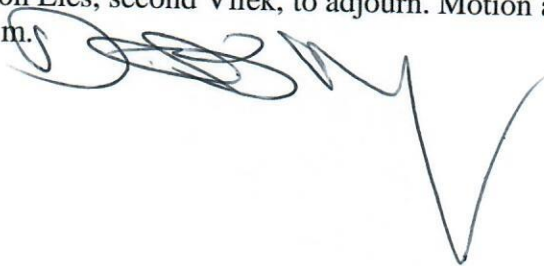
VI. Public Comments

- A. Owner 11 E. Lake Front Drive appears to discuss relocating a 38-year old deck and railroad ties. Owner proposes to locate deck over septic tank. Discussion whether location of structure over septic tank is permissible under Town ordinances. Building Commissioner will consult with Town attorney whether such use is permissible. No action taken.
- B. 438 E. St. Clair. Owner appears to present drawings for location of septic tank and removal of trees. Building permit was approved at the June, 2021 meeting. The Owner has applied to Porter County for approval of relocating the field. Owner will have to submit drawings showing location of the septic field and tree removal prior to commencing project.

VII. Old Business – None.

VIII. Discussion – None.

IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion approved. Meeting adjourned at 10:12 a.m.

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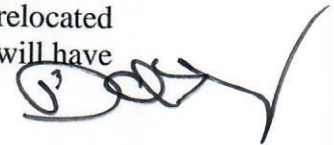
**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
OCTOBER 10, 2021**

The meeting was called to order at 8:30 a.m. at the Administration Building

Roll call:

Present: David Wagner, Chairman
 Mark Lies, Secretary
 Brian O'Neil
 Scott Vliek
 Margaret Williford
 Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of September 11, 2021 were unanimously approved.
- IV. Building Commissioner Report
 - A. List of active permits/project status – Building Commissioner reports.
 1. 214 E. Pearson – permit had been approved on September 11, 2021 contingent on receipt of drawings. The drawings have not been received. No work is going on. The permit is pulled temporarily by the Committee until the additional plans the Committee requested are submitted.
 - B. Inspections conducted in previous months – Building Commissioner reports.
 - C. Communications received from residents –
 1. Questions about ordinances – questions received from residents on how to subdivide property. Discussion that a conforming lot cannot be made nonconforming through subdividing.
 2. Questions for procedures to add on or remodel – None.
 - D. New permits on the horizon – None.
- V. New permit applications
 - A. 10 S. Oval – new construction and site plan. Prior to the meeting the Committee conducted a site visit at the property with the Owner. The original structure has been demolished. The site visit was for the purpose of approving a site permit and building permit for the foundation only. Owner will have to return to apply for a permit to build the structure. If the county requires the septic system to be relocated and it has to be located too close to the foundation, Owner will have



to return to the Committee to provide revised the permit documents.
Motion Lies, second Vliek, to approve the site permit and building permit limited to the foundation and contingent on submission of drawings showing the footings from Superior Wall and foundation detail.
Motion approved.

VI. Public Comments – None.

VII. Old Business

- A. 4 S. Pleasant – Building Commissioner reports that property still needs landscaping. The permit expires on October 17, 2021. Construction debris is being removed. Septic system was approved with survey showing system is 76.3' from the well at 3 S. Pleasant. Council Liaison Loeb reports on communications with Owner at 3 S. Pleasant about effect of construction on him and his spouse. Chairman Wagner informs Committee members to notify Town clerk if they wish to be on the Committee in 2022.

VIII. Discussion – None.

- IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion approved. Meeting adjourned at 9:07 a.m.

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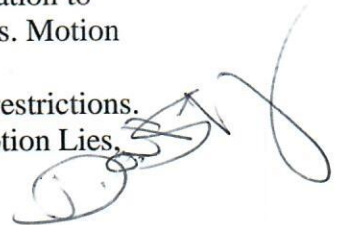
**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
NOVEMBER 13, 2021**

The meeting was called to order at 8:30 a.m. at the Administration Building

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
Brian O'Neil
Scott Vliek
Margaret Williford
Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of October 10, 2021 were unanimously approved.
- IV. Building Commissioner Report
 - A. List of active permits/project status – Building Commissioner reports.
 1. 712 Wilson – Owner having contractor issues, will need to submit another plan for construction blocks.
 2. 158 Ripplewater – Owner still needs a permit for occupancy.
 - B. Inspections conducted in previous months – Building Commissioner reports.
 - C. Communications received from residents –
 1. Questions about ordinances – discussion about permissible square footage of residence for conforming lot (30%), for non-conforming lot (16.5%). There will be a number of permit requests forthcoming for non-conforming lots.
 2. Questions for procedures to add on or remodel – None.
 - D. New permits on the horizon – There will be a number of permits forthcoming.
- V. New Permit Applications
 - A. 214 S. Pearson – the permit was previously approved pending submission of drainage plans. Owner appears with drainage plan that shows downspouts. Motion Lies, second Vliek, to approve amended permit application to include the drainage plan showing the locations of the drywells. Motion approved.
 - B. 227 S. McAllister – the residence meets the ordinance height restrictions. There needs to be more detail on the foundation drawings. Motion Lies.



second Williford, to approve site and building permit subject to submission of stamped drawings showing details, including foundation footings for the front of the house. Motion approved.

VI. Public Comments

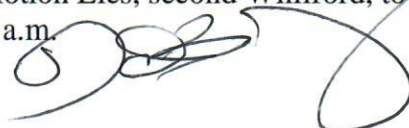
- A. 4 Stillwater – Owner appears with drawings that are not stamped and sealed by an architect or engineer. Owner discusses proposed plans for the residence on property. Owner informed on ordinance limitations on square footage of residence. Owner advised that he must submit stamped drawings that are to scale for review by Committee. The Owner will also have to obtain a soil survey by a soil engineer showing drainage.
- B. Building Commissioner reads letter received from Owner requesting permission to add a garage. Owner did not include existing garage in existing site plan. Site plan is out of date. No current site plan submitted for Committee consideration.

VII. Old Business – None.

VIII. Discussion

- A. 10 S. Oval – Scott Vliek reports on backfilling of excavation before deck is constructed and concern about structural strength of concrete walls. Owner has not yet paid fee for permit approved on October 10, 2021 and the duration of the permit is running and Owner has not picked up permit. Motion Lies, second Vliek, to pull the permit because no fee has been paid and it is expiring. Motion approved.
- B. Electronic Participation Policy for Board Members in Public Meetings – Discussion regarding Indiana law governing electronic participation by board members in public meetings. Motion Lies, second Vliek, to adopt compliance policy. Motion approved.

- IX. Adjournment – Motion Lies, second Williford, to adjourn. Motion approved. Meeting adjourned at 9:23 a.m.

A handwritten signature in black ink, appearing to be a stylized name, is written over the text of the adjournment section.

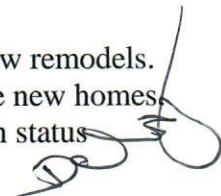
**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
DECEMBER 11, 2021**

The meeting was called to order at 8:30 a.m. at the Administration Building

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
Brian O'Neil
Scott Vliek
Margaret Williford
Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of November 13, 2021 were unanimously approved.
- IV. Building Commissioner Report
 - A. List of active permits/project status – Building Commissioner reports on status of permits.
 - B. Inspections conducted in previous months – Building Commissioner reports.
 - C. Communications received from residents –
 1. Questions about ordinances – Building Commissioner reports on questions from residents about construction, including requests for communications on septic system contractors. Building Commissioner cannot make recommendations. County has informed Building Commissioner that if there are certain residences where the septic system no longer functions, the County may not approve a new septic field and the home may no longer be habitable. Building Commissioner reports that there are many homes where the County will not approve a new septic field when the existing septic system fails and water percolates. Discussion about potential other septic issues and installation of sewers.
 2. Questions for procedures to add on or remodel – Building Commissioner reports on status.
 - D. New permits on the horizon –
 1. Remodel. Building Commissioner reports on three new remodels.
 2. New Homes. Building Commissioner reports on three new homes.
 3. New Construction. Building Commissioner reports on status



of new construction.

V. New Permit Applications

- A. 10 S. Oval – Owner appears in person and architect by telephone to discuss changes in architectural drawings. Architect confirms that any revisions from prior drawings are minor with no changes in square footage, driveway or height of structure. Discussion regarding location of septic field and that if it has to be moved from location in drawings, owner must come back to Committee for approval. Motion Lies, second Vliek, to issue building permit based upon drawings dated December 3, 2021. Owner reminded of deadlines to start project and complete stages.

VI. Public Comments – None.

VII. Old Business –

- A. 227 S. McAllister – A set of stamped and signed drawings have been submitted. The Committee previously approved building permit on conditional basis upon submission of drawings. Drawings submitted are compliant.

VIII. Discussion

- A. 808 E. Vera – Michael Ganz appears for discussion of permit for 808 E. Vera. 808 Vera has an easement on property that runs across 808 E. Vera, an unimproved road and to 806 E. Vera. Based upon the existing easement, the property at 808 E. Vera does not meet the requirement for 100' of frontage on 808 E. Vera and a permit would be denied. Discussion with owner regarding potential options for 808 E. Vera to meet bulk requirements. No action taken.
- B. 204 S. Quigley – John Mackin appears to discuss creation of parcel of property to meet bulk requirements by adding additional lots to the site. Discussion that property will meet bulk requirements with addition of lots. Motion Lies, second Williford, to approve subdivision plan with addition of lots as described at meeting that will meet bulk requirements. Motion approved.
- C. 16 W. Leewater – Building Commissioner reports on removal of a tree on Town right of way by owner. The tree was not diseased. Owner never requested approval for removal. Owner now seeks to have Town pay the cost of removal. Motion Lies, second Vliek, to issue a letter of reprimand to the owner and a fine of \$500.00 for failure to obtain a permit and \$250.00 for removal of the tree in the Town right of way. Motion approved.

- IX. Adjournment – Motion Lies, second Vliek, to adjourn. Motion approved. Meeting adjourned at 9:58 a.m.
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