

## Beverly Shores Plan Commission Minutes

January 6, 2020

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:32 p.m. at the Beverly Shores Administration Building. Members of the Plan Commission present were Gabrielle Biciunas, Donna Norkus, Thomas Weber, Brian Quealy and Joe Kapacinskas.

2. Review of previous meeting minutes.

Minutes of the October 7, 2019 meeting were reviewed. Commissioner Norkus moved to accept, seconded by Kapacinskas. Motion passed.

3. Old Business

a. Discussion of the Community Survey responses:

- i. Tom Weber provided a summary of the responses to the Survey, which was made available to Beverly Shores residents in December.
- ii. A total of 236 responses were tallied. Clerk-Treasurer Ellen Hundt, in attendance, stated that the Town has 507 households. Following some discussion, it was agreed that the number of responses was high enough to capture the opinions and concerns of the majority of the Town's residents. The distribution of the Survey was made primarily via emails from the Town Clerk. As there are 109 households where an email address was not available, it was recognized that a segment of the population may not have participated in the Survey, despite efforts to inform all of the Town's residents of its availability through various local organizations (i.e. ABSR, St Ann's parish, the Lithuanian Club, etc).
- iii. Commissioner Weber reviewed in detail the data collected in each of the Survey's questions.
- iv. Commissioner Norkus suggested that the findings of the Survey should be turned over to the newly constituted Plan Commission later this month for further action. Weber will do some additional clean-up of the summary data, and make the survey results available to the new Plan Commission members.

4. New Business

Ellen Hundt reminded Commissioners of the availability of the "Title VI Voluntary Public Involvement Survey, which is to be available to the public at Plan Commission meetings.

- 5 Commissioner Quealy moved to adjourn the meeting, Biciunas seconded. Motion passed. Meeting adjourned at 7:50 pm. Next meeting is scheduled for February 3, 2020, at 6:30, in the Beverly Shores Administration Building.

## Beverly Shores Plan Commission Minutes

February 3, 2020

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:31 p.m. at the Beverly Shores Administration Building. Members of the Plan Commission present were John Blackburn, Greg Brown, Joe Kapacinskas, Greg Lyman, Donna Norkus, and Tom Weber. Commissioner Larry Stanton was not in attendance.

2. Nomination and Selection of 2020 Plan Commission Chair

Following a round of nominations, the Commission selected Greg Lyman to be the President of the Plan Commission for 2020. Tom Weber was selected as Vice-President for the term.

3. Review of previous meeting minutes.

Minutes of the January 6, 2020 meeting were reviewed. Commissioner Weber moved to accept, seconded by Commissioner Norkus. Motion passed.

4. New Business

New business was advanced in the meeting's Agenda to accommodate presentations by visiting Town officials: Charles Ray, the Building Commissioner, and Dave Wagner, the President of the Building Committee and Building Site Committee.

a. Steep Slope Ordinance:

i. Charles Ray discussed some issues in applying the current steep slope provisions. He presented a "Preliminary Steep Slope" proposal which would replace portions of the current ordinance. The proposal is intended to simplify and clarify key requirements. It proposes a new approach by quantifying, in cubic yards, the maximum amount of sand that may be removed, relocated or added from an existing dune. Commissioners received copies of Ray's proposal. President Lyman asked all to review and provide comments on the proposed changes at the next Commission meeting.



b. Tree Ordinance

- i. Revisions to the current "Tree Ordinance" were presented. Commissioners received copies of the proposal. President Lyman asked all to review and provide comments on the revised ordinance at the next Commission meeting.

5. Old Business

a. Zoning Map Update

Discussion continued on the revision of the Town's Zoning Map. The current Map was reviewed again by the Commissioners, and Charles Ray said that he would work on a proposed revision.

b. Comprehensive Plan 2020

After some discussion, there was agreement that results of the Town Survey should be made publicly accessible. Tom Weber will redact personal information found in the first sections of the survey, as well as the free-form comments that were collected at the end of the survey. The comments will be summarized in future public meetings concerning the comprehensive plan. With these redactions in place, the Survey results will be made accessible via a link on the Town's website.

A public meeting or meetings will also be scheduled in the coming months, preferably on a weekend, to review the Survey results and gather additional input from our residents for the Comprehensive Plan.

Collection of US Census data will begin April 1<sup>st</sup>. Commissioner Lyman recalled that data from the 2010 Census became available late in that year. Expectations were that results of this year's Census will be available in a similar time period, so that by Spring of 2021, the Commission may have 2020 Census data available to incorporate in the new Comprehensive Plan.

6 Plan Commission Appointment to the BZA

The appointment of a PC member to the BZA was discussed and then tabled to the next meeting. The eligible Commissioners were asked by President Lyman to consider accepting this appointment.

7 Commissioner Norkus moved to adjourn the meeting, Kapacinskas seconded. Motion passed. Meeting adjourned at 8:08 pm.

## Beverly Shores Plan Commission Minutes

July 6, 2020

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:35 p.m. by virtual meeting broadcast to the public on Team software. The public had been invited by email invitation. Members of the Plan Commission: John Blackburn, Greg Brown, Joe Kapacinskis, Greg Lyman, Tom Weber and Larry Stanton, were all present through the virtual meeting platform. Donna Norkus was absent.

2. Review of previous meeting minutes.

Minutes of the June 1, 2020 meeting were reviewed. Commissioner Blackburn moved to accept, seconded by Commissioner Stanton. Roll Call vote taken, and motion passed unanimously.

3. Old Business

a. Steep Slope Ordinance:

An alternative proposal was discussed to amend the steep slope ordinance. The proposal quantifies, in cubic yards, the maximum amount of sand that may be removed, relocated or added from an existing dune, but retains and clarifies the existing supplemental conditions. There was a detailed discussion of the proposed changes. Comments were taken from the public. Discussion will continue at the next meeting.

b. Comprehensive Plan 2020

The Commission continued discussion on the comprehensive plan and discussed approaches to gather information to move the process forward in light of the COVID restrictions. Each Commissioner agreed to review the current comprehensive plan, research possible areas of improvement and seek input for one of three general areas: Zoning Code, Quality of Life Provisions or Commercial District and Governmental Services. Commissioner Weber agreed to update the summary of survey results to reflect these three areas of review.

4. Commissioner Weber moved to adjourn the meeting, Commissioner Blackburn seconded. Motion passed by unanimous roll call vote. Meeting adjourned at 7:58 pm.



## Beverly Shores Plan Commission Minutes

August 17, 2020

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:38 p.m. by virtual meeting broadcast to the public on Team software. The public had been invited by email invitation. Members of the Plan Commission: John Blackburn, Greg Brown, Joe Kapacinskaskas, Greg Lyman, Tom Weber, Donna Norkus and Larry Stanton, were all present through the virtual meeting platform.

2. Review of previous meeting minutes.

Minutes of the July 6, 2020 meeting were reviewed. Commissioner Weber moved to accept, seconded by Commissioner Kapacinskaskas. Roll Call vote taken, and motion passed unanimously.

3. Old Business

a. Steep Slope Ordinance:

An alternative proposal was discussed to amend the steep slope ordinance. The proposal quantifies, in cubic yards, the maximum amount of sand that may be removed, relocated or added from an existing dune, but retains and clarifies the existing supplemental conditions. There was a detailed discussion of the proposed changes. Discussion will continue at the next meeting.

b. Comprehensive Plan 2020

The Commission continued discussion on the comprehensive plan and discussed approaches to gather information to move the process forward in light of the COVID restrictions. Each Commissioner agreed to review the current comprehensive plan, research possible areas of improvement and seek input for one of three general areas: Zoning Code, Quality of Life Provisions or Commercial District and Governmental Services. A discussion was held on each of the three areas. Each commissioner agreed to continue the analysis in one of the three areas.

4. Commissioner Norkus moved to adjourn the meeting, Commissioner Blackburn seconded. Motion passed by unanimous roll call vote. Meeting adjourned at 8:02 pm.

## Beverly Shores Plan Commission Minutes

October 5, 2020

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:35 p.m. by virtual meeting broadcast to the public on Teams software. The public had been invited by email invitation. Members of the Plan Commission: John Blackburn, Greg Brown, Joe Kapacinskis, Greg Lyman, Tom Weber, Donna Norkus and Larry Stanton, were all present through the virtual meeting platform.

2. Review of previous meeting minutes.

Minutes of the August 17, 2020 meeting were reviewed. Commissioner Norkus moved to accept, seconded by Commissioner Blackburn. Roll Call vote taken, and motion passed unanimously.

3. Old Business

a. Steep Slope Ordinance:

An alternative proposal was discussed to amend the steep slope ordinance. The proposal quantifies, in cubic yards, the maximum amount of sand that may be removed, relocated or added from an existing dune, but retains and clarifies the existing supplemental conditions. There was a detailed discussion of the proposed changes. Discussion will continue at the next meeting.

b. Comprehensive Plan 2020

The Commission continued discussion on the comprehensive plan and discussed approaches to gather information to move the process forward in light of the COVID restrictions. Each Commissioner agreed to review the current comprehensive plan, research possible areas of improvement and seek input for one of three general areas: Zoning Code, Quality of Life Provisions or Commercial District and Governmental Services. A discussion was held on each of the three areas. Each commissioner agreed to continue the analysis in one of the three areas.

c. Changes to the Building Code

The Commission discussed the changes proposed by Charlie Ray, Building Commissioner, to the Building Code. There are a number of provisions involved and each Commissioner needed time to review



the sections in order to discuss the concerns. The Commission agreed to review these concerns in more depth in the next meeting.

- d. The next meeting date was discussed, and the Commission decided to change the date to November 17 in light of the election and the Commissioner's schedules.
4. Commissioner Norkus moved to adjourn the meeting; Commissioner Blackburn seconded. Motion passed by unanimous roll call vote. Meeting adjourned at 7:58 pm.



## Beverly Shores Plan Commission Minutes

November 17, 2020

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:30 p.m. by virtual meeting broadcast to the public on Teams software. The public had been invited by email invitation. Members of the Plan Commission: John Blackburn, Greg Brown, Joe Kapacinskas, Greg Lyman, Tom Weber, Donna Norkus and Larry Stanton, were all present through the virtual meeting platform.

2. Review of previous meeting minutes.

Minutes of the October 5, 2020 meeting were reviewed. Commissioner Norkus moved to accept, seconded by Commissioner Weber. Roll Call vote taken, and motion passed unanimously.

3. Old Business

Building Commissioner Charlie Ray and Members of the Building & Site Committee, Dave Wagner and John Mackin attended the meeting to discuss possible changes to the Building Code.

- i. Steep Slope Ordinance: An alternative proposal was discussed to amend the steep slope ordinance. Discussion will continue at the next meeting.
- ii. Driveways: Proposal to limit the width of the driveway to 16 feet except on a steep slope where it would be limited to 10 feet, plus an apron by the garage. Consider whether driveways should be permitted on a slope exceeding (?) percent. The surface materials should be specified: a proposal was discussed for concrete, asphalt, pavers and brick. The drainage options would include curbs and drywells in addition to the trench provided in the current ordinance.
- iii. Fences: Proposal to specify the materials for the fence and discuss opacity.
- iv. Trees and clear-cutting vegetation: Consider requiring the homeowner to file a plan with the Building Commissioner if land disturbing activities are contemplated such as clear-cutting bushes or vegetation. Differentiate between invasive and non-invasive. Differentiate activities on a steep slope and the impact on dune stability. Different standards for vacant land?
- v. Registration of contractors: Consider registering all contractors and sub-contractors working in the town and lowering the fee. The registrations would expire on December 31 each year. Each applicant would be required to demonstrate insurance.
- vi. Maximum Building height: Proposal to change the maximum height to 35 feet.
- vii. Construction work hours: Proposal to change the work hours to the designated hours of 7a.m. to 6 p.m. with no work on Sundays or any day of a holiday weekend including a holiday that falls on a Monday.

- viii. Building Permit Expiration: Proposal to change the expiration of the building permit for a house to 18 months from the date specified on the permit, 12 months for any other building permit. After expiration, if construction is not completed, an application would need to be filed for a new permit and the permit fee would double.

4. Comprehensive Plan 2020

The Commission continued discussion on the comprehensive plan. Each Commissioner agreed to review the current comprehensive plan, research possible areas of improvement and seek input for one of three general areas: Zoning Code, Quality of Life Provisions or Commercial District and Governmental Services.

5. The next meeting date is December 7, 2020.
6. Commissioner Weber moved to adjourn the meeting; Commissioner Stanton seconded. Motion passed by unanimous roll call vote. Meeting adjourned at 8:18 pm.



## Beverly Shores Plan Commission Minutes

December 7, 2020

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:33 p.m. by virtual meeting broadcast to the public on Teams software. The public had been invited by email invitation. Members of the Plan Commission: John Blackburn, Greg Brown, Joe Kapacinskis, Greg Lyman, Tom Weber, Donna Norkus and Larry Stanton, were all present through the virtual meeting platform.

2. Review of previous meeting minutes.

Minutes of the November 17, 2020 meeting were reviewed. Commissioner Stanton moved to accept, seconded by Commissioner Blackburn. Roll Call vote taken, and motion passed unanimously.

3. Old Business

Building Commissioner, Charlie Ray, and Members of the Building & Site Committee, Dave Wagner and John Mackin, attended the meeting to discuss possible changes to the Building Code. An extensive discussion was held on these issues:

- i. Building Permit Expiration: Proposal to change the expiration of the building permit for a house to 18 months, and 12 months for any other building permit, the time would be calculated from the date of approval and would be specified on the permit. There would be no extensions of the permit. If construction is not completed, an application would need to be filed for a new permit and the permit fee would double.
- ii. Construction work hours: Proposal to change the work hours to designated hours of 7a.m. to 6 p.m. with no work on Sundays or any day of a holiday weekend including the holiday.
- iii. Maximum building height: Proposal to change the maximum height to 35 feet.
- iv. Registration of contractors: Consider registering all contractors and sub-contractors working in the town including landscaping, tree services, all construction related contractors and any other similar contractor. Since some of these contractors would be smaller businesses, the Building Commissioner proposed lowering the fee to \$75 annually from the current \$300. The registrations would expire on December 31 each year. Each applicant would be required to demonstrate the minimum insurance limits.
- v. Driveways: Proposal to limit the width of the driveway. Widths of 12 feet, thirteen feet and up to 16 feet were discussed, plus an apron by the garage and a wider turning range at the street. There was discussion concerning whether a driveway should be permitted at all on a steep slope, and if so, what further limitations should be imposed. There was consensus that there

are certainly slopes where a driveway would not be appropriate. The Building Commissioner recommends that the surface materials should be specified: a proposal was discussed for impervious surfaces such as: concrete, asphalt, pavers and brick. The drainage options would include curbs and drywells in addition to the trench provided in the current ordinance with a minimum drainage angle to keep the drain flowing.

- vi. Fences: Proposal to specify the materials for the fence and discuss opacity.
- vii. Trees and clear-cutting vegetation: Consider requiring the homeowner to file a plan with the Building Commissioner if land disturbing activities are contemplated such as clear-cutting bushes or vegetation. Differentiate between invasive and non-invasive. Differentiate activities on a steep slope and the impact on dune stability. Different standards for vacant land?

#### 4. Comprehensive Plan 2020

The Commission continued discussion on the comprehensive plan. Each Commissioner agreed to review the current comprehensive plan, research possible areas of improvement and seek input for one of three general areas: Zoning Code, Quality of Life Provisions or Commercial District and Governmental Services.

- 5. The next meeting date is January 4, 2021.
- 6. Commissioner Blackburn moved to adjourn the meeting; Commissioner Kapacinskas seconded. Motion passed by unanimous roll call vote. Meeting adjourned at 8:36 pm.