

## **Minutes June 2, 2025**

The Beverly Shores Plan Commission met in a regular meeting at the Beverly Shores Administration Building, 500 S. Broadway, Beverly Shores, Indiana on Monday, June 2, 2025 at 6:30 PM.

### **CALL TO ORDER**

### **ROLL CALL**

Present: Donna Norkus, Sharon Carnes, Joe Kapacinskas, Erik Olson,  
David Phelps, Larry Stanton  
John Jannsen (remote)

Absent:

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE MINUTES**

Motion for approval of May 5, 2025, minutes by Commissioner Phelps and seconded by Commissioner Norkus.

Vote for approval of minutes as follows:

(Yes) Donna Norkus, Erik Olson, John Jannsen, Joe Kapacinskas, Sharon Carnes,  
David Phelps, Larry Stanton

(No) None

Absent:

#### OLD BUSINESS

President Kapacinskas determined that because of the numerous agenda items needing to be addressed at this meeting, he was tabling the item of 'Review of Plan Commission items of Responsibility for the Comprehensive Plan and would add it to the agenda of a later meeting.

#### Status of Demolition Order – 214 Siesta

President Kapacinskas stated that the next order of business was to review the demolition contract for 214 Siesta. Attorney Nolan stated that the funding request for the contract was approved by the Town Council and that the bid price was held through the end of this week.

A motion was made by Commissioner Phelps and seconded by Commissioner Carnes.

**Motion to:** Execute the demolition contract and deliver said contract to the contractor for confirmation of same.

Vote for approval of motion as follows:

(Yes) Donna Norkus, Erik Olson, John Jannsen, Joe Kapacinskas, Sharon Carnes,

David Phelps, Larry Stanton

(No) None

Absent:

## NEW BUSINESS

### Updates to the Petitioner Checklist for Plan Commission

There were questions and/or concerns that this checklist may be outdated and incorrect. After discussion, Commissioner Norkus volunteered to review the checklist, with Clerk-Treasurer Ellen Hundt's help and bring recommendations to the next Plan Commission meeting.

### Review of Fees on the Town's Building Permit Application

At the May Town Council meeting it was discussed that there was confusion regarding the \$500 deposit fee for the Building Permit Application and the timeframe of how it was to be refunded to the applicant. There was discussion regarding eliminating the \$500 deposit fee altogether. There was additional discussion regarding cleaning up the portion of the water access fee (50.02) also.

A motion was made by Commissioner Olson and seconded by Commissioner Stanton.

**Motion to:** Recommend the Town Council to eliminate the \$500 deposit fee for the Building Permit Application and remove section 50.02 dealing with water access fees and eliminate all language referring to the process.

Vote for approval of motion as follows:

(Yes) Donna Norkus, Erik Olson, John Jannsen, Joe Kapacinskaskas, Sharon Carnes,

David Phelps, Larry Stanton

(No) None

Absent:

President Kapacinskaskas noted that we probably needed to change the Building Permit Application form since we are making changes to the application of the form.

A motion was made by Commissioner Norkus and seconded by Commissioner Olson.

**Motion to:** Recommend the Town Council to change the Building Permit Application to reflect the changes that the Plan Commission has recommended.

Vote for approval of motion as follows:

(Yes) Donna Norkus, Erik Olson, John Jannsen, Joe Kapacinskas, Sharon Carnes,

David Phelps, Larry Stanton

(No) None

Absent:

#### ADJOURNMENT

- Motion for adjournment by Commissioner Olson and seconded by Commissioner Phelps.

(Yes) Donna Norkus, Sharon Carnes, John Jannsen, Erik Olson, Joe

Kapacinskas, David Phelps, Larry Stanton

(No) None

With no further business, President Kapacinskas declared the meeting adjourned at 7:10 PM.

Our next meeting will be August 4, 2025 at 6:30pm.