

**TOWN OF BEVERLY SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
JULY 11, 2026**

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

Roll call:

Present:        Brian O'Neil, Chairman (absent)  
                  James Nolan, Vice Chairman (Acting Chairman)  
                  Mark Lies, Secretary  
                  Naomi Pollock, Member  
                  David Wagner, Building Commissioner  
                  Council Liaison, Matrona Malik

*Brian O'Neil*  
10/10/26

I. Roll Call. There is a quorum.

II. Title VI forms are available online for attendees.

III. Minutes – Motion Lies, second Nolan, to approve minutes of May 9, 2026.  
Minutes approved.

IV. Building Commissioner Report

- A. List of active permits/project status – Building Commissioner reports on status.
- B. Inspections conducted in previous month – Building Commissioner reports.
- C. Communications received from residents
  - 1. Questions about ordinances – None
  - 2. Questions about procedures to add on or remodel – Building Commissioner reports on communications from realtors on whether certain size lots can be developed which are less than the square footage in the ordinances. Building Commissioner advised realtors that he cannot provide any guidance until the applicant completes the documentation required under the ordinances.

V. New Permit Applications – None.

VI. New Business –

- A. 317 E. Ripplewater – Technical Review of property drawings. Building Commissioner Reports that Owner subdivided property before securing approval from the Board of Zoning Appeals. The drawings for the subdivision were subsequently sent by the Owner to the Board of Zoning Appeals, then to the Plan Commission for review. An agreement was entered into wherein one lot, number 2, was donated to the Land Conservancy. The subdivision drawings are sent back to the Building Committee for technical review of the subdivision. The drawings before the Building Committee are identical to the initial drawings. Motion

Wagner, second Lies, confirming that the Building Committee has conducted a technical review and that the drawings are identical. Motion passed.

- B. 119 S. Wells – Technical Review of property. The Committee initially rejected the permit request because the property was nonconforming with the bulk regulations. Owners went to the Board of Zoning Appeals which approved a variance. The Owner bought side lots to conform with the bulk regulations but did not go to the Plan Commission. Owner has to go to the Plan Commission. Committee is requested to conduct a technical review and confirm that the new subdivision with the additional lots meets the bulk regulation for the 100' frontage of the property. Motion Wagner, second Lies, to confirm that the Committee conducted a technical review and send the matter back to the Plan Commission and that the property meets the bulk regulations. Motion passed.

VII. Old Business – None.

VIII. Public Comments –

- A. Resident Vlieg notes two matters. There is an excavation adjacent to the Post Office involving underground piping and no permit has apparently been issued for the work. The nature of the work is unknown. The open excavation presents a potential safety hazard.  
It is also noted that sand has been piled to the east side of the gas station at Broadway and Route 12 and the purpose of the sand is unknown.  
Building Commissioner is requested to find out information on both matters.
- B. 45 S. Oval – Owner J. Lukas appears to discuss plans for property that were submitted to E. Hundt on July 10, 2026. The proposed structure is non-conforming. A denial letter for the permit will be issued. Owner will have to go to the Board of Zoning Appeals. Building Commissioner reports on location and condition of structure. Foundation needs replacement.  
Structure is located within the setback from the property line. Owner states that he has a different interpretation of the code from Building Commissioner. Owner informed that Building Commissioner will deny permit and Owner must go to the Board of Zoning Appeals for approval. No further discussion because matter is not on agenda.

IX. Discussion – None.

- X. Adjournment – Motion Lies, second Nolan, to adjourn. Motion passed. Meeting adjourned at 9:05 a.m.