

**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
SEPTEMBER 13, 2025**

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

Roll call:

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

I. Roll Call. There is a quorum.

II. Title VI forms are available online for attendees.

III. Minutes – Committee was unable to approve minutes of August 9, 2025 meeting because an insufficient number of Committee members are present from that meeting at the present meeting.

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. Building Commissioner reports that there will likely be more permit applications toward the end of the year.

V. New Permit Applications

- A. 22 E. Atwater – Owner appears to present new site plan and engineering drawings. Owner discusses removal of retaining walls, remove decks. Owner will confer with engineers to confirm size of headers over windows and king studs. Building Commissioner advises of additional requirements of demolition will be conducted on house damaged by fire. Walls and foundation of house will be inspected immediately after house is removed. The septic system has been approved by Porter County. Building Commissioner advises on ordinances regarding times of construction, placement of trailer, use of streets. A set of plans

must be kept at site at all times and any changes must be signed off on drawings by engineer. Motion Lies, second Nolan, to approve site plan. Motion passed. Motion Lies, second Nolan, to approve building permit. Motion passed.

- B. 317 E. Ripplewater – The permit request is going to be considered by the BZA for a technical interpretation of an ordinance relating to property bulk ordinances, Section 155.082. Committee cannot take action with permit application because of BZA review. In addition, the Building Commissioner advises that property was apparently subdivided without Town approval. Building Commissioner advised prior to sale that property could not be sold because no compliance with Section 155.152(2) process. Property was sold contrary to Building Commissioner prior notice. Building Commissioner advises realtor listed as separate lots without Town approval for subdivision of property. Because of failure to comply with Section 155.152 for subdivision, Building Commissioner will issue a letter to Owner with an initial \$2,500 fine for failure to get approval for subdivision before Town approved subdivision.

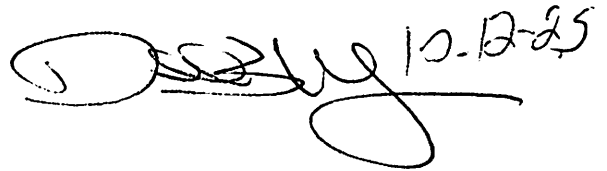
VI. New Business – None.

VII. Old Business – Town Clerk's office is developing questions to respond to Owners Regarding property use in Town, including short term rentals. Building Commissioner has been notifying owners on restrictions on short term rentals. The owner must ensure that renter is registered. If the renter is not registered, the rental is illegal. Renter must be registered to get a parking permit.

VIII. Public Comments – None.

IX. Discussion – None.

X. Adjournment – Motion Lies, second Nolan, to adjourn. Motion passed. Meeting adjourned at 9:38 a.m.

A handwritten signature, possibly reading "D. S. Nolan", is written in black ink. To the right of the signature, the date "10-12-25" is written in a similar handwritten style.