

**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
OCTOBER 11, 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
 Naomi Pollock, Member
 David Wagner, Building Commissioner
 Council Liaison, Matrona Malik

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Motion Lies, second Wagner, to approve minutes of August 9, 2025 and September 13, 2025. Minutes approved.
- IV. Building Commissioner Report – Committee conducted site inspection of property at 121 S. Suzanne at 7:30 a.m.
 - 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
 - A. 607 E. North Forest – Builder reports remotely on application to add an addition to property, a double roll-up door garage. Project will remove old garage. Motion Lies, second Nolan, to approve building permit. Motion passed.
 - B. 121 S. Suzanne – Committee conducted site inspection at 7:30 am. prior to meeting. Builder, Gary Green, appears in person. Builder reports that he has been working for a year with the Building Commissioner regarding the design and location of structure. The location of the structure has been adjusted to accommodate preservation of trees. Building Commissioner reports that the property meets the Bulk Regulations and the setbacks are good for the wetlands.

Motion Lies, second Nolan, to approve the site plan. Motion passed. Motion Lies, second Nolan, to approve building permit. Motion passed.

- C. 205 S. Broadway – Owners appear together with the developers and architect. Presentation made to remodel existing structure. Discussion about removal of exterior stucco, construction of attached garage. The structure will receive extensive interior remodel, including renewing bathrooms. Motion Lies, second Pollock to approve building permit. Motion passed.

VI. New Business – None.

VII. Old Business –

- A. Discussion by Chairman about protection of trees, including tree damage, and prohibiting piling sand on property. Building Commissioner will address with Owner for property at 302 E. Myrtle.
- B. Ms. Bagnall reports on preparing information for residents and realtors on how to find the Municipal Code which will be user friendly.

VIII. Public Comments – Discussion that property at 317 E. Ripplewater will be going to the BZA for review.

IX. Discussion – None.

X. Adjournment – Motion Lies, second Nolan, to adjourn. Motion passed. Meeting adjourned at 9:19 a.m.