

**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
JANUARY 10, 2026**

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 (remote)
 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 December 13, 2025. Minutes approved. Motion Wagner, second O’Neil, to approve Minutes of November 8, 2025. 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

- A. 815 E. Lake Front Drive –Owners appear to discuss addition to existing structure on side of house. General Contractor appears. Discussion regarding protection of the dune, need to stabilize the dune. Building Commissioner discusses potential damage to dune from construction equipment. Discussion regarding the location of septic system by General Contractor. Chairman discusses bulk regulations and calculation of square footage. Building Commissioner discusses monitoring of footings, construction, soil compaction. Motion Lies, second Nolan, to approve site plan. Motion passed. Motion Lies, second Nolan, to approve building permit. Motion passed.

VI. New Business – Charlie Ray, Duneland Group, appears to discuss construction of a pool house at property at 22 W. Marne. Charlie Ray discusses project. He questions whether Committee will accept a Soil Engineer Investigation Report in lieu of a report from a soil scientist. Building Commissioner confirms that Committee cannot accept a report from a soil engineer, it must be a report from a soil scientist. Charlie Ray states that he will bring in a package with the information regarding soil scientist and confirm square footage.

VII. Old Business –

- A. David Phelps appears and thanks Committee for its commitment and service.
- B. Scott Vliek appears and expresses his appreciation to the Committee for its service.

VIII. Public Comments – None.

IX. Discussion – None.

X. Adjournment – Motion Lies, second Nolan, to adjourn. Motion passed. Meeting adjourned at 9:23 a.m.