

## **Minutes February 5, 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, February 3, 2025  
at 6:30 PM.

### **CALL TO ORDER**

### **ROLL CALL**

Present: Donna Norkus, Sharon Carnes, John Janssen, Joe Kapacinkas, Erik Olson,  
David Phelps (virtual)  
Absent: Larry Stanton

### **ELECTION OF OFFICERS**

#### **President**

John Janssen nominates Joe Kapacinkas as president. 2<sup>nd</sup> by Erik Olson. No other nominations.

Voting as follows:

In favor: David Phelps, Donna Norkus, Sharon Carnes, John Janssen, Erik Olson

Abstained: Joe Kapacinkas

Opposed: None

Joe Kapacinkas is elected as president.

#### **Vice President**

Joe Kapacinkas nominates Larry Stanton as vice president. 2<sup>nd</sup> by Erik Olson. No other nominations.

Voting as follows:

In favor: David Phelps, Donna Norkus, Sharon Carnes, John Janssen, Joe Kapacinkas, Erik Olson

Opposed: None

Larry Stanton is elected as vice president

### **Secretary**

Joe Kapacinkas nominates John Jannsen as secretary. 2<sup>nd</sup> by Sharon Carnes. No other nominations.

Voting as follows:

In favor: David Phelps, Donna Norkus, Sharon Carnes, John Jannsen, Joe Kapacinkas, Erik Olson

Opposed: None

John Jannsen is elected as secretary.

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE MINUTES**

Motion for approval of December 2, 2024, by Commissioner Norkus and seconded by Commissioner Carnes.

Vote for approval of minutes as follows:

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

David Phelps

Absent: Larry Stanton

(No) None

### **OLD BUSINESS**

There was some discussion regarding making sure that meeting minutes were added to the shared drive each month. Also, some discussion on the need to change email addresses because of changes in officers on the commission. Clerk-Treasurer Hundt stated that she will get this done.

### **Status of Demolition Order – 214 Siesta**

Town attorney, Connor Nolan, updated the Commission on his correspondence since our previous meeting. After our December meeting he sent out a letter to the property owner, Ms. Gaile Biskis, stating that we had voted to affirm the original order and require repair or demolition of 214 Siesta by January 15, 2025. This letter was sent by regular and certified mail to the property owner. He received the green card that was returned, confirming the property owners' receipt of the letter.

Our Building Commissioner, Dave Wagner, stated that there had been no signs of the property owner doing any substantial work on the property since our last meeting.

Attorney Todd Leeth told the Committee that he was authorized to represent the property owner in these proceedings, and that the property owner would not be present at this meeting. He had corresponded earlier in the day with our Attorney Connor Nolan and was given an update on the status of the order. He acknowledged that the owner had failed to comply with the order in time allowed and understood that the task of complying with the order is complex and time-consuming. He asked for an extension to have a structural engineer examine the structure to get a better understanding of the necessary repairs needed for the structure to comply with the order.

There was discussion among the commissioners and there was a reluctance to delay this order. There was consideration that we could possibly run on parallel paths, moving forward with the order, short of starting demolition, while the structural engineer could assess the state of the property.

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

**Motion to authorize the Building Commissioner to go out for bids for the demolition of the building and cleanup of the property but also having the property owner report back to the Commission in March and April on progress that is being made.**

Vote for approval of motion as follows:

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

David Phelps

Absent: Larry Stanton

(No) None

## **2024 Beverly Shores Annual Review of Comprehensive Plan**

After discussion regarding the Comprehensive Plan Annual Progress Report, it was recommended that we move forward by sending it to the Town Council for review.

The motion was made by Joe Kapacinkas and seconded by Eric Olson.

Vote for approval of motion as follows:

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

David Phelps

Absent: Larry Stanton

(No) None

## **ADJOURNMENT**

- Motion for adjournment by Commissioner Jannsen and seconded by Commissioner Carnes

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

Kapacinkas, David Phelps

(No) None

With no further business, President Kapacinkas declared the meeting adjourned at 7:45 PM.

## **NEXT MEETING**

Next Plan Commission meeting is Monday, March 3, 2025.

W. Stanley

3/3/25

## **Minutes March 3, 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, March 3, 2025 at 6:30 PM.

### **CALL TO ORDER**

Vice President Larry Stanton called the meeting to order as President Joe Kapacinskas was absent.

### **ROLL CALL**

Present: Donna Norkus, Sharon Carnes, John Janssen, Erik Olson, Larry Stanton

Virtual: David Phelps

Absent: Joe Kapacinskas

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE MINUTES**

Motion for approval of February 3, 2025 minutes by Commissioner Donna Norkus and seconded by Commissioner Sharon Carnes.

Vote for approval of minutes as follows:

(Yes) Donna Norkus, Erik Olson, John Janssen, Sharon Carnes,

David Phelps, Larry Stanton

Absent: Joe Kapacinskas

(No) None

OLD BUSINESS

**Status of Demolition order – 214 Siesta**

Building Commissioner Dave Wagner stated that he would have quotes for the demolition cost at our April meeting. He also met with a Structural Engineer from Duneland Group to determine necessary repairs to the house on the property. Attorney Todd Leeth, representing the owner, stated that the site had gotten approval for a septic repair. They had just received the inspection report from Duneland Group but had not had time to review yet. Their goal is to be ready for the April meeting.

Commissioner David Phelps reported that the TDD boundary map for Beverly Shores was redrawn and approved by the Town Council at the last meeting.

ADJOURNMENT

- Motion for adjournment by Commissioner Donna Norkus and seconded by Commissioner Erik Olson

(Yes) Donna Norkus, Sharon Carnes, John Janssen, Erik Olson,

David Phelps, Larry Stanton

(No) None

Absent: JoeKapacinskas

With no further business, Vice President Larry Stanton declared the meeting adjourned at 6:55 PM.

## **Minutes April 7, 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, April 7, 2025 at 6:30 PM.

### **CALL TO ORDER**

### **ROLL CALL**

Present: Donna Norkus, Sharon Carnes, John Jannsen, Joe Kapacinskas, Erik Olson, Larry Stanton

Virtual: David Phelps (3<sup>rd</sup> meeting, non-voting)

Absent: None

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE AGENDA**

Motion for approval of March 3, 2025, minutes by Commissioner Sharon Carnes and seconded by Commissioner Erik Olson.

Vote for approval of the agenda as follows:

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

(No) None

### **OLD BUSINESS**

## **Status of Demolition Order – 214 Siesta**

Gail Biskis, the property owner, is present. Dave Wagner, Building Commissioner, said he had not heard from Duneland Group, or anyone else regarding the status of the building cleanup or plans for repairs. Duneland Group stated that they had not done anything regarding the property since our last meeting. The Building Commissioner had a brief meeting with a builder that was interested in doing at least part of the project. He also stated that we had received 3 bids for the demolition of the house.

Ms. Biskis stated that the Building Commissioner's evaluation of the problems with the property was either exaggerated, untrue or incorrect. Gail Biskis stated that she had got contractors to do all of the necessary work, and the Building Commissioner did not accept any of the information that she had sent. Ms Biskis stated that she had turned in plans, along with a check, and the Building Commissioner rejected it as he said it was not complete. Ms Biskis was going out of town so she had sent her attorney, Todd Leeth, to go to a Building Committee meeting that was scheduled for Saturday, February 1, 2025. Due to a misunderstanding, Attorney Leeth did not show up at that meeting, instead showing up at the Plan Commission meeting on February 3, 2025.

The builder, Wayne Taber of Level One Builders, stated that our Building Commissioner had spoken briefly with was introduced. He had discussed with Ms Biskis that he could demo the roof, supply an engineered truss system and button up the building. His plan is to do a partial demo, expose the structural aspect of the house, and provide Ms Biskis with the scope of the work to be done after they determine the integrity of the structure. Mr Taber says he can have a crew of at least 3 people at the house in 10 days to start the inspection. Ms Biskis needs to have at least 50% of the house empty for him to do this inspection.

Commissioner Stanton asked Mr Taber if he could submit a building permit within a month. Mr Taber responded that it was too early in the process to tell but he hoped to be able to. Commissioner Norkus stated that we have been working on this since the October meeting and in spite of numerous extensions, Ms Biskis hasn't complied with the order and its requirements. Commissioner Olson asked Wayne Taber if he had signed a contract with Ms Biskis and he stated that he did not have one yet.

Commission President Kapacinskaskas stated that we had 3 bids. He also stated that we needed to discuss whether we want to give Ms Biskis more time to comply with the order. Town Attorney Nolan stated that we should open the bids and then determine our next action. Attorney Nolan read the bid amounts as follows:

C. Lee Construction \$52,000

Beaver Excavating \$114,000  
Liberty Property Management \$31,000

Commissioner Norkus made a motion to take the bids under advisement. Commissioner Carnes seconded the motion.

Vote for approval of the motion as follows:

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

Carnes, Larry Stanton

(No) None

Commission President Kapacinskaskas asked if we needed a motion to continue this conversation regarding demo or rehab to a later time. Commissioner Olson thought that we should give the homeowner some direction before we tabled this matter. He has some concerns about Mr Taber being able to get into the house in a timely manner to do what he needs to do based on the timeliness of Ms Biskis previous actions. He did feel that it was possible to work in parallel paths as Mr Tabor has some ideas that have some merit. Commissioner Stanton feels this is a gut rehab, tearing down to the studs. To do that Ms Biskis needs to get everything out of the house. He feels 30 days would be the longest time allowed to get this done. Everything must be removed to do proper inspection. Commission President Kapacinskaskas would like a timeline with a date on it. Building Commissioner Wagner would like progress deadlines as this moves forward. Commissioner Norkus doesn't like that idea as we have tried it in the past with Ms Biskis and it hasn't worked. She feels that since we have already moved forward with the demo bids. If Ms Biskis comes to the May meeting with plans to rehab and has a substantive plan we could review it at that time. Commissioner Stanton says we don't need another motion. If Ms Biskis is ready we can review at the next meeting.

Commissioner Jannsen is against this process. He feels that Ms Biskis has been given an ample opportunity to comply with the order. Commissioner Norkus feels that we are not delaying, that we can approve the demo at the May meeting or let Ms Biskis move forward with repairs.

After some discussion, Commission President Kapacinskaskas restated that at our next meeting Ms Biskis will have the opportunity to show our commission significant progress toward her goal of cleanup, inspection by builder and plans to rehab and move toward a building permit. Our commission will use that information to determine if we move forward with a demo or not. Our Building Commissioner Wagner will be allowed to inspect the property prior to our May meeting.

APPROVAL OF THE MINUTES

Motion for approval of March 3, 2025, minutes by Commissioner Kapacinkas and seconded by Commissioner Olson.

Vote for approval of minutes as follows:

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

(No) None

NEW BUSINESS

ADJOURNMENT

- Motion for adjournment by Commissioner Stanton and seconded by Commissioner Norkus

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

(No) None

With no further business, President Kapacinkas declared the meeting adjourned at 7:45

Approved by the Plan Commission  
Joe Kapacinkas  
5/5/25

## **Minutes May 5, 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, May 5, 2025 at 6:30 PM.

### **CALL TO ORDER**

### **ROLL CALL**

Present: Donna Norkus, Sharon Carnes, John Janssen, Joe Kapacinkas,  
David Phelps, Larry Stanton

Absent: Erik Olson

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE MINUTES**

Motion for approval of April 7, 2025, minutes by Commissioner Larry Stanton and seconded by Commissioner Sharon Carnes.

Vote for approval of minutes as follows:

(Yes) Donna Norkus, John Janssen, Joe Kapacinkas, Sharon Carnes,  
David Phelps, Larry Stanton

(No) None

Absent: Erik Olson

There were no changes or additions to the agenda recommended for this meeting.

## OLD BUSINESS

### **Status of Demolition Order – 214 Siesta**

Plan Commission President Joe Kapacinkas asked Building Commissioner Dave Wagner to give his assessment of the updated progress on the 214 Siesta property. Building Commissioner Wagner stated that there had been significant clean up done to the outside of the house and surrounding grounds. He stopped by last Saturday and from the outside was able to see that there had been cleaning done on the inside of the house, but he could not see where any structural inspection had been started. Property owner Gail Biskis stated that she thought that in a week or so the house could be made ready for some structural assessment. When asked by Commissioner Kapacinkas when they would be able to submit plans, Biskis deferred to her builder Wayne Taber of Level One Builders. Taber stated that he can't really start on plans until they can get in there and do the tear out work necessary to determine the state of the structure of the house. Taber stated that he has not been able to start any of the tear-out work as the house is not empty yet. Commissioner David Phelps asked the builder if he had signed an agreement with the homeowner. Builder Taber responded that they have an oral agreement but haven't made a written agreement as they don't know the state of the structure yet. Building Commissioner Wagner stated that he cannot determine what needs to be done to make the building safe until the tear out exposes the underlying structure.

Commissioner Kapacinkas stated that the Commission was also considering demolition to the house on 214 Siesta. Town Attorney Connor Nolan and Building Commissioner Wagner reviewed the 3 bids that the Town received, and Attorney Nolan stated that the bid from Liberty Property MGMT, LLC is the lowest responsive and responsible bidder.

Plan Commission President Joe Kapacinkas stated that the question before the Commission was for it to decide whether to move forward with the demolition and ask the Town Council to approve the funds for same or grant the homeowner more time to improve the property. Commissioner Phelps stated that the Town Council would need to appropriate funds for demolition at the May meeting or the bids would expire.

A motion was made by Commissioner Larry Stanton and seconded by Commissioner Donna Norkus.

**Motion to:** Recommend awarding a contract to Liberty Property MGMT, LLC subject to the appropriation of the funds by the Town Council.

In discussion following the motion, Commissioner Stanton stated that at the April Plan Commission meeting, we decided that unless there was substantial progress towards a building permit, we would proceed with the order for demolition. He feels that the progress was not even close. He stated that if in fact the homeowner made incredible progress towards this goal, the Town Council would have the opportunity to stop or delay the demolition by not making the appropriation. Commissioner Phelps suggested the Plan Commission hold a special meeting on May 19<sup>th</sup> to consider delaying the demolition if they deemed sufficient progress had been made. There was no motion made to support this.

**Motion restated:** Recommend awarding a contract to Liberty Property MGMT, LLC subject to the appropriation of the funds by the Town Council.

Vote for approval of motion as follows:

(Yes) Donna Norkus, John Janssen, Joe Kapacinskas, Sharon Carnes,  
David Phelps, Larry Stanton

(No) None

Absent: Erik Olson

### NEW BUSINESS

Resident Sandeep Sehgal, owner of the Lustron House on East Lakefront Drive, had questions regarding building on his Historic house. He was referred to Building Commissioner Wagner.

Resident John Macklin commented on what he felt was a similar situation on his property a few years ago.

ADJOURNMENT

- Motion for adjournment by Commissioner Stanton and seconded by Commissioner Carnes.

(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 7:35 PM.

**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 Kapacinskaskas, 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 Kapacinskaskas, 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 Janssen, 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 Janssen, 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 Janssen, 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.

## **Minutes August 4, 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, August 4, 2025, at 6:30 PM.

### **CALL TO ORDER**

### **ROLL CALL**

Present: Donna Norkus, Sharon Carnes, John Janssen, Joe Kapacinskas,  
David Phelps, Larry Stanton

Absent: Erik Olson

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE MINUTES**

Motion for approval of June 2, 2025, minutes by Commissioner Larry Stanton and seconded by Commissioner Sharon Carnes.

Vote for approval of minutes as follows:

(Yes) Donna Norkus, John Janssen, Joe Kapacinskas, Sharon Carnes,  
David Phelps, Larry Stanton

(No) None

There were no changes or additions to the agenda recommended for this meeting.

## OLD BUSINESS

A letter from the Town Attorney, Connor Nolan, was sent to all members of the Plan Commission. It contained privileged information regarding 214 Siesta, and the content of the letter was not disclosed at this meeting.

### **Review of the updated "Plan Commission Petition Packet"**

Commissioner Norkus, along with Clerk Treasurer Hundt, had agreed to reviewing the Plan Commission Checklist and recommend revisions to said document. It was presented to all for review on our shared drive. There was discussion regarding the length of the Checklist and all the information that it contained. After review, the consensus was that the new document was clear and concise and gave the petitioner the information they needed.

A motion was made by Commissioner Larry Stanton and seconded by Commissioner John Janssen.

**Motion to: Approve the changes to the Plan Commission Petition Checklist and start using the document immediately.**

Vote for approval of motion as follows:

(Yes) Donna Norkus, John Janssen, Joe Kapacinskas, Sharon Carnes,

David Phelps, Larry Stanton

(No) None

## **Minutes November 3, 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, November 3, 2025, at 6:30 PM.

### **CALL TO ORDER**

### **ROLL CALL**

Present: Sharon Carnes, John Janssen, Joe Kapacinkas, Erik Olson,  
David Phelps

Absent: Donna Norkus, Larry Stanton

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE MINUTES**

Motion for approval of August 3, 2025, minutes by Commissioner Sharon Carnes and seconded by

Commissioner David Phelps.

Vote for approval of minutes as follows:

(Yes) Erik Olson, John Janssen, Joe Kapacinkas, Sharon Carnes,  
David Phelps

(No) None

There were no changes or additions to the agenda recommended for this meeting.

## OLD BUSINESS

### **Status of Demolition Order – 214 Siesta**

Plan Commission President Joe Kapacinkas stated that the demolition of the dwelling at 214 Siesta is almost complete. Commissioner Sharon Carnes asked about the storage trailer that is still on site. Commissioner David Phelps stated that the town must enforce an ordinance on that to get it removed.

## NEW BUSINESS

### **Update on two petitions for Subdivision Consideration**

Plan Commission President Joe Kapacinkas stated that he had received 2 petitions for Subdivision Consideration. As per our procedure, after he reviewed them, he sent them on to our Building and Site Committee for technical review. The first one, the Loftus property on 317 E Ripplewater, has since been sent to the Board of Zoning Appeals and that issue will need to be resolved before it can come before the Plan Commission. The second property, owned by McCurdy's, at 23 S Lakeshore County Rd is currently in the Porter County Court System with an issue that will need to be resolved before the Plan Commission hears it.

### **Upcoming Annual Review of the Comprehensive Plan Recommendations and Review of the 5 Recommendations with Plan Commission Responsibility.**

Plan Commission President Joe Kapacinkas stated that when the Plan Commission finished it's update of the Comprehensive Plan 2 years ago, it was decided that the Commission would do an annual review of said Plan. It was also determined what segment of our governing process would have input in keeping the Comprehensive Plan in line with the intensions of the Plan. Each item the Plan would be reviewed annually with the duties determined as follows:

- Responsible
- Accountable
- Consulted

Plan Commission President Joe Kapacinkas stated that Commissioner Larry Stanton had done the review update last year, but he was out of town for this meeting. He would ask Commissioner Stanton is he could do a draft for the December meeting.

There was considerable conversation amongst the Plan Commission members regarding the status and/or progress of the items that the Plan Commission had some responsibility for the Comprehensive Plan. This input will be incorporated into the review that the Plan Commission will provide to the Town Council in early 2026.

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

There has been discussion regarding the deposit requirement on the Site Plan/Building Permit application. A form has been presented to the Commission with the deposit requirement eliminated. There was conversation explaining the process of determining additional fees and how they were determined and collected.

A motion was made by Commissioner Larry Stanton and seconded by Commissioner Donna Norkus.

**Motion to: Approve the new 2-page Site Plan/Building Permit application without reference to a Deposit.**

Vote for approval of motion as follows:

(Yes) Donna Norkus, John Janssen, Joe Kapacinkas, Sharon Carnes,

David Phelps, Larry Stanton

(No) None

**NEW BUSINESS**

There was no new business to be discussed.

**ADJOURNMENT**

- Motion for adjournment by Commissioner John Jannsen and seconded by Commissioner Donna Norkus.

Vote for approval of motion as follows:

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

Kapacinskas, David Phelps, Larry Stanton

(No) None

With no further business, President Kapacinskas declared the meeting adjourned at 7:05 PM.

Due to the September meeting being on Labor Day, the next scheduled meeting of the Plan Commission will be held on Monday, November 3, 2025, at 6:30pm.

## PUBLIC COMMENT

Plan Commission President Joe Kapacinkas opened the floor for public comment. Resident Mike McCurdy was the first to speak. He was questioning our ordinance number 155.082C which reads as follows:

(C) (1) A minimum zoning parcel size of 20,000 square feet is required. All parcels less than 43,560 square feet shall have at least 15,000 square feet of moderately well drained or better drained soil, as determined and certified by a soil scientist licensed by the State of Indiana. (see § 155.008(A)).

Mr McCurdy feels that the 15,000 square feet of moderately well drained or better drained soil requirement is unnecessary and possibly improper. Plan Commission President Joe Kapacinkas thanked Mr McCurdy for his comments and said that was something that the Town may need to investigate.

Resident Scott Vlieg was the only other person presenting for public comment. One comment was on the East Lake Park having walked up onto that dune and in addition to the other concern that has been brought up is I think trying to get access down to the lake from that area is you're just asking for a lot of erosion because of the steepness of the dune.

Mr Vlieg's other comment is regarding the signage at Rebora Plaza. He feels that there's too much signage. He thinks it needs to be simple and explicit such as **Beverly Shores Town Permit Parking Only**. That ends the public comment.

## ADJOURNMENT

- Motion for adjournment by Commissioner Sharon Carnes and seconded by Commissioner John Jannsen

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

Kapacinkas, David Phelps

(No) None

With no further business, President Kapacinkas declared the meeting adjourned at 7:30pm.

**The next scheduled meeting of the Plan Commission will be December 1, 2025 at 6:30pm.**

## **Minutes December 1, 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, December 1, 2025, at 6:30 PM.

### **CALL TO ORDER**

### **ROLL CALL**

Present: Donna Norkus, Sharon Carnes, John Janssen, Joe Kapacinskas, Erik Olson, David Phelps, Larry Stanton

Absent:

### **TITLE VI SURVEY**

Title VI Survey is available on the town website.

### **APPROVAL OF THE MINUTES**

Motion for approval of November 3, 2025, minutes by Commissioner Sharon Carnes and seconded by Commissioner Erik Olson.

Vote for approval of minutes as follows:

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

(No) None

There were no changes or additions to the agenda recommended for this meeting.

## OLD BUSINESS

### Status of pending petitions for subdivisions

Michael and Rosemary McCurdy, owners of the property at 23 S Lakeshore County Rd, had filed a petition for a subdivision on said property. They have withdrawn the petition. Commissioner David Phelps mentioned that this would preclude Mr McCurdy from refileing a petition on said property for a minimum of 3 months.

The 2<sup>nd</sup> petition in front of the Plan Commission was filed by William Loftus, on behalf of MJ Loftus for her property on 317 Ripplewater. That petition was brought before the Building Committee. There is a technical issue that needs to be resolved so the Building Committee sent it to the BZA for resolution. Once that issue is resolved, it can be sent back to the Building Committee for approval of technical conformity and then back to the Plan Commission.

### Use of Pre-Platting Conferences per 155.153(B)

This agenda item has been postponed until an undetermined meeting in 2026.

### Review of the Town Comprehensive Plan, specifically the preparation of the 2025 Annual Progress Report

Commissioner Stanton presented a draft report. Commissioners Donna Norkus, David Phelps, Sharon Carnes and Larry Stanton discussed additions and changes. Commissioner Stanton will edit the document and send a final draft to the Commissioners in the next few days. If the final draft is approved at the January meeting, it will be presented to the Town Council at their January meeting.

**Public Comment**

There is no public comment

**Motion to adjourn the meeting**

A motion to adjourn was made by Commissioner John Jannsen and seconded by Commissioner Sharon Carnes.

Vote for approval of motion as follows:

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

(No) None

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

**The next scheduled meeting of the Plan Commission will be January 5, 2026 at 6:30pm.**