

Minutes Special Meeting July 17, 2026

The Beverly Shores Plan Commission met in a special meeting at the Beverly Shores Administration Building, 500 S. Broadway, Beverly Shores, Indiana on Friday, July 17, 2026, at 8AM.

CALL TO ORDER

ROLL CALL

Present: Donna Norkus, Sharon Carnes, John Jannsen, Joe Kapacinskas(remote),

David Phelps, Larry Stanton

Absent: Erik Olson

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

Subdivision Primary Approval

119 S Wells Subdivision

This petition was for a minor subdivision. BZA findings of fact were determined in 2017. This petition had not previously been presented to the Plan Commission for Subdivision approval. Technical review. Technical review was done by the Building Committee in July of 2026. Plan Commission determined that the consolidation would not cause any noncompliance of any current ordinances.

Commission President Carnes called for a roll call for primary approval of the Subdivision

Vote for approval as follows:

(Yes) Donna Norkus, Erik Olson, John Jannsen, Joe Kapacinskaskas, Sharon Carnes,
David Phelps, Larry Stanton
(No) None

Primary Approval passed 6-0:

There is a 30-day window required between Primary Approval and Secondary Approval of a Subdivision. A Special Meeting for mid-August will be discussed later in this meeting.

317 Ripplewater Subdivision

This property was split prior to obtaining Plan Commission approval. This issue was remedied by the BZA with findings of fact submitted in March of 2026. Technical Review by the Building Committee was done in July of 2026.

In accordance with the agreement between the petitioner and the BZA, the second property was to be donated to a land conservation organization and would not be developed. The Commissioners debated the need to put conditions on the approval to ensure that the donation was finalized. They expressed a need for assurance that the BZA requirements would be met before moving forward.

Town Attorney Nolan clarified that the BZA had conditioned the variance, allowing the subdivision process to proceed. Attorney Nolan noted that if the condition was not satisfied, the BZA retained enforcement authority, and that these restrictions were already recorded with the County. The Plan Commission concluded that the consolidation would not cause any non-compliance with current codes and could call for a vote.

Commission President Carnes called for a roll call for primary approval of the Subdivision

Vote for approval as follows:

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

David Phelps, Larry Stanton

(No) None

Primary Approval passed 6-0.

The Commission discussed the upcoming schedule, noting that the regular meeting on August 3, 2026, might be cancelled due to no pressing issues on the current agenda. It was decided that a special meeting would be scheduled for August 17, 2026, at 8am to accommodate the required 30-day appeal process timeline.

Attorney Nolan advised the petitioners that to obtain a signed secondary plat, they must follow the statutory requirements of Ordinance 155.180.

With no further business, President Carnes declared the meeting adjourned at 8:20am.

The next scheduled meeting of the Plan Commission will be on August 3, 2026, at 6:30pm.

DOCUMENT CHECKLIST FOR PETITION:

In order for an Application Packet to be considered complete it must include at a minimum the following:

- ☒ APPLICATION FEE in the amount of \$500.00 payable in cash or personal check or money order payable to Town of Beverly Shores and delivered to the Clerk's Office.
 - ☒ COMPLETED APPLICATION.
 - ☒ WRITTEN DESCRIPTION OF PROJECT. For appeal of a rejection by the Building and Building Site Committee, there should be a reasonably detailed written description of the proposed project, including, without limitation, the variance being sought and the reasons why the Applicant's proposed improvements cannot comply with the applicable zoning ordinance provisions. For all other appeals, a reasonably detailed writing describing the variance requested or administrative decision being appealed and the reason for requesting review is required.
 - ☒ DEED. A copy of the recorded deed containing the legal description of the property is required. The Applicant can obtain a copy of the Deed from the Porter County Recorder's Office located in the Porter County Administration Building at 155 Indiana Avenue in Valparaiso, IN 46383. If the Applicant is not the owner of the subject property, the Applicant shall deliver a Power of Attorney signed by the owner of the subject property granting Applicant the right to file the petition and seek a variance or other relief from the BZA.
 - ☒ PHOTOGRAPHS. Applicant shall deliver 8" x 10" photographs of (1) the existing improvements on the subject property; (2) the improvements on the adjacent properties; and (3) the location of the proposed improvements on the subject property.
- A request for a variance or special exception shall also include the following:
- ☒ WRITTEN REJECTION. For appeal of a rejection by the Building and Building Site Committee or Building Commissioner, a copy of the written rejection.
 - ☒ PROPOSED FINDINGS OF FACT. In all cases, it is the Applicant's responsibility to establish to the BZA's satisfaction the factual basis for the requested BZA action. The Applicant will need to fill out the Proposed Findings of Fact Form supplied by the BZA for the variance or other relief that is being requested.
 - ☒ SITE PLAN/CONCEPT PLAN. For appeal of a rejection by the Building and Building Site Committee, a site plan must be to scale and show the front, rear, and side setbacks. The site plan shall also include all present and proposed buildings and structures, parking areas, location and name of all adjacent streets and roads, a north arrow, and topographical data. Easement and wetland information must also be provided if