

TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
JANUARY 12, 2019

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

Roll call:

Present: David Wagner  
Mark Lies  
John Mackin, Pro Tem Building Commissioner  
David Phelps  
Christine Pritchett  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

1. Minutes — The minutes of the October 13, October 24 special meeting, and November 10, 2018 meetup were reviewed and approved.
2. Building Commissioner Report
  - a. Building Commissioner presented a spread sheet showing status of all outstanding building permits for 2017, 2018, and 2019 and responded to Committee questions regarding such permits.
  - b. Building Commissioner reported on inspections conducted on certain property in previous months.
    - i. 5 Pleasant — Structural steel header beams installed
    - ii. I W US 12 — Structure has been roughed in.
    - iii. 426 East Roberts — Inspection of tree removals.
    - iv. 120 South Montana — Final inspection completed
    - v. 716 East Wilson — Electrical upgrade completed. Questions were raised whether electrical contractor properly registered.
    - vi. 4 Pleasant — Silt fence has not been installed. The dune must be stabilized. Plywood must be utilized in the road for heavy equipment. Additional tree removal addressed. Trees must be numbered to indicate those trees to be preserved and protected.
  - c. Communications received from residents.
    - i. Questions have been forthcoming from owners of property whether certain lots are buildable. Committee indicated lots must meet requirements for permitting construction.
  - d. New Permits on the horizon

i. Demolition ii. Remodel iii. New permit applications

1. 1 W US 12 —The elevation of the parking lot areas to be confirmed with the site elevation drawings. Questions raised as to whether silt fence was in place. The septic system is being installed this week. Questions raised regarding the size of the temporary \_\_\_\_\_ sign size. A new permit required for a permanent sign unless it is mounted on the structure. A permit will be written for a temporary sign.
2. I I W Marne — The structural report for the remodel is adequate. A permit will be issued for the enclosed porch.
3. 8 S Palmer — Remodel approved by Commissioners.
4. 315 E Lakefront — A permit required for the remodel and addition. Commissioner Pro Tem Mackin reviewed the drawings which did not show certain dimensions, driveway drain, requirements for enclosure of furnace room and garage to meet life safety code for fire protection. Motion made by Lies, seconded by Wagner, to approve permit contingent on providing revised drawings to address various issues raised. Motion approved by Committee.

3. Old Business

- a. House — 108 W Fairwater - Charlie Ray presented on behalf of Duneland Group. Building Commissioner Pro Tem Mackin reviewed drawings. The geotechnical report was received from Thomas Dobrowski P.E. Commissioner Pro Tem Mackin stated he has reviewed the drawings and his questions raised at the November 10, 2018 Committee meeting have been answered. He requested that a full set of drawings be produced at the next meeting to request the permit. The building contractor must be present for the meeting to apply for the permit.

Meeting adjourned at 11:20 a.m.

 2-9-19

TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
FEBRUARY 2, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin, Pro Tem Building Commissioner  
Scott Vlieg  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

1. Minutes —The minutes of the January 12, 2019 meeting were reviewed and approved.
2. Building Commissioner Report
  - a. Building Commissioner presented a written schedule of all outstanding building permits.
  - b. Inspections conducted in previous months:
    - i. 3 post-tree removal inspections, photos document removal.
    - ii. 315 E. Lake Front— foundation walls are coming down and will be replaced.
    - iii. 1 W US 12 — Rough-in inspection of property conducted.
  - c. Building Commissioner discussed questions received from third parties regarding whether lots are buildable or can be rezoned. Committee commented that Building Commissioner is not authorized to advise third parties on whether lots are buildable or can be rezoned. Building Commissioner recommended that all contractors, including subcontractors, be licensed. Some contractors are not licensed and are working under the license of another contractor. Building Commissioner suggested that license fees could be lowered for all contractors. A copy of the Town's property bulk regulations was distributed and a copy will be made available for residents. Committee discussed the grandfather clause exemption for requirements for size of buildable lots contained in bulk regulations when initial regulations were promulgated. As soon as the property owner sells off any part of the property, the property owner will no longer have the grandfather clause exemption.
  - d. New permits on the horizon:

i. Remodel ii. New Permit Applications

a) 9 South Oval — a stop order was issued until a demolition permit was obtained. NIPSCO was also not notified about the project. Demolition is now approved by Building Commissioner.

b) 323 East Lake Front — Permit applied for remodel. Building Commissioner Pro Tem discussed the status of the remodel project. Duneland Group representative Charlie Ray presented on behalf of the owner regarding the removal of a wall and additional structural support. The motion to issue the permit made by Commissioner Lies and seconded by Commissioner Mackin was approved unanimously.

c) 4 Shore — Deck expansion permit denied, does not meet code requirements. Presentation by Michael Ganz. Owners want to extend deck eight feet beyond the building line. Committee voted to deny the request to allow the owner to go directly to the BZA. Motion to deny the permit made by Commissioner Vlieg, seconded by Commissioner Lies. Motion unanimously approved.

d) 105 W. Marne — Permit applied for screen porch. Item just added to agenda. Michael Ganz presented. Owner wants to screen in the porch with a shed room. Committee needs to know the size of the concrete footings. Motion by Commissioner Lies, seconded by Commissioner Coughlin, to deny issuance of permit until additional information is provided. Motion approved unanimously.

3. Old Business

a. House — 108 W Fairwater — Contractor did not appear. Official action tabled until next meeting. Discussion about project with Commissioner Mackin asking about documents (geotechnical report, septic, drainage drawings, site plan). Charlie Ray commented that all structural information is available.

b. Discussion about project at 4 Pleasant that there will need to be a review of the landscape plan to restore the landscape of the dune after completion of the project. The restoration plan as submitted may not be adequate to restore the property to prevent damage to the dune.

4. Forms — Building Commissioner discussed use of forms he provided to be used for the permitting process by applicants that would be utilized in conjunction with the permit issuance and be included with the permit application documents. Town Council Liaison O'Neil will take to the Town Council to see if forms can be approved for official use.

D. Wong  
3-9-19

Meeting adjourned at 10:05 a.m.

TOWN OF BEVERLY SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
MARCH 9, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin, Pro Tem Building Commissioner  
Scott Vlieg  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

1. Minutes — The minutes of the February 9, 2019 meeting were reviewed and approved.
2. Building Commissioner Report
  - a. The list of outstanding permits was reviewed. New information will be needed for permits not completed.
  - b. Inspections conducted in previous months: None.
  - c. Communications received from residents.
    - i. Building Commissioner continues to receive questions from realtors, owners, and architects about buildable lots, zoning, ordinances, and procedures to build on or remodel. The inquiries are referred to the bulk regulations which will be posted.
  - d. New permits on the horizon
    - i. Remodel. New permits requested for possible remodel.
    - ii. New home Myrtle Ave and St. Claire, an architect is looking at property.
    - iii. Veselica - Architectural and landscape. Michael Ganz is Building Commissioner Pro Tem for presentation. Charlie Ray, Duneland Group, is the engineering firm and presents information on construction engineering of construction pilings. Structure meets bulk regulations. Building Commissioner requires additional drawings that show the side view of structure with more detail. Dave Wagner states more detail necessary on landscaping plan and prepare a plant survey for the BZA. The study must be presented to BZA and Committee prior to disturbance. The bridge from the road to the property cannot be installed until approval of landscape plan. Pro Tem Building Commissioner will submit questions to Charlie Ray

before the next meeting. If these materials are provided as requested the permit application will be considered at the next meeting.

- iv. Taylor — meeting contractor and Department of Health Approval. John Mackin, Pro Tem Building Commissioner represents Commission. Charlie Ray, Duneland Group, presents and discusses the original and revised design for property improvement. Discussion regarding BZA bulk regulations. Duneland Group revised the foundation further into the dune. John Mackin states that a geotechnical engineer will be required to monitor process of installing the foundation to allow plywood to be pushed into dune to hold the dune in place while installing and compacting soil for foundation. A new plan for the process must be submitted. On April 6, 2015 a fee was paid for a permit which was rejected by the Committee and went to the BZA. A new permit must be applied for which will require the contractor and a geotechnical engineer to appear at the Committee. A geotechnical engineer will need to be present during construction to do testing of the compaction of the sand, including a nuclear test. Motion made by Lies, seconded by Vliek to defer action on permit. Motion passed unanimously.
- e. New Permit Applications
  - i. None
- f. Public Comments
  - i. 329 E. Idler- owner wants to raise the roof, new flat roof will exceed 40'. Charlie Ray said the roof must be measured and if height exceeds 40' owner must go to BZA. Charlie Ray will submit comments to the BZA on exceeding the height of the roof as an alternative to seeking a variance. Questions raised regarding the data point for the height of the roof.
  - ii. 49 S Oval — Michael Ganz reports that work has not started because of frozen ground. Information provided by neighbor that there may be an issue with installation of a swimming pool and the impact on the water table as well as drainage of water onto adjoining property. Charlie Ray states owner cannot put water onto neighbor's property. In addition, discussion had about noise restrictions for the pool pump. Michael Ganz states cannot install pool if it impacts the water table. The matter may have to be referred to the BZA.
  - iii. 12 Broadway — owner wants to add on addition for a screen room over a dedicated but vacant alley way. There are no stamped architectural drawings for the screen porch. There need to be stamped drawings and a permit will be necessary for the contractor to perform structural or electrical work and the contractor must register with the Town.
  - iv. 4 S Shore — Michael Ganz reports that it is not necessary to go to the BZA. The plan drawings for the deck have been revised based on

rough drawings by Charlie Ray and will be submitted to Charlie Ray for approval.

3. Old Business
  - a. House — 108 W Fairwater - General contractor needs special meeting to accommodate religious beliefs. Special meeting set for March 15, 2019 at 4 PM.
4. Discussion
  - a. Forms. Charlie Ray presented discussion on proposed forms to be utilized by applicants for permits. Forms will be taken to BZA for consideration.
  - b. Steep slope. Charlie Ray presented a hand drawn flow chart to describe the process of evaluating property for determining whether it is steep slope and obtaining a permit to facilitate the process.~
  - c. Discussion held on property at 1 W US 12. Drawings must be submitted for the parking lot, as built, including the lighting plan. Motion by Lies, seconded by Mackin to require Charlie Ray to contact owners and require submission of as built drawings. Motion approved unanimously.
5. Adjournment. Motion Coughlin, seconded by Mackin to adjourn meeting. Motion approved unanimously. Meeting adjourned at 11:01 a.m

A handwritten signature in black ink, appearing to be "Charlie Ray", with a long, sweeping underline that extends to the right.

This Special meeting was called to order at 4 p.m. at the Administration Building.

Roll Call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Macklin, Pro Tem Building Commissioner  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

1. Minutes — Special meeting called for 108 W Fairwater to accommodate religious beliefs of contractor.
  - a. John Macklin acted as Pro Tem Commissioner. General contractor, T. McCor is present. Charlie Ray, Duneland Group, advises that his firm will provide services relating to the road, structure, septic system field, and trees. General contractor and Charlie Ray discuss various issues relating to design and construction including elevations, installation of silt fence, protection of road from drainage and water runoff, retention of sand removed during excavation, soil compaction process, driveway drainage. Dave Wagner advises the Building Commissioner can approve minor changes from their drawings initially submitted but for other revisions, for example stairs, it will be necessary to come back to the Committee with revised and approved drawings. Motion made by Lies to approve issuance of permit based upon existing drawings and revised drawings January 25, 2019 (house), January 9, 2019 (driveway), and January 8, 2019 (landscape) to be submitted and signed off on by John Macklin, Pro Tem Building Commissioner. Motion seconded by Coughlin. Motion approved.
2. Marshall Report.
  - a. Property at 14 W Atwater and Broadway is staked and flagged but purpose unknown. Building Commissioner will follow up.
  - b. 9 Oval — drainage to road from construction of NIPSCO gas line must be repaired. Letter will be sent to owner.
  - c. 49 Oval — Trees not protected during construction. Letter will be sent to owner.
  - d. 4 Pleasant — Permit approved to remove trees by Building Commissioner. Neighbor is complaining about removal.
3. Adjournment  
Motion by Coughlin to adjourn, seconded by Vliek. Motion approved unanimously. Meeting



adjourned 5:41 p.m.

TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
APRIL 13, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin, Pro Tem Building Commissioner  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Matrona Malic

1. Roll Call — All present
2. Minutes — The minutes of the March 9, 2019 meeting and Special Meeting of March 15, 2019 were reviewed and approved.
3. Building Commissioner Report
  - a. List of active permits/project status reviewed. Building Commissioner reports that binder will be prepared and available at the Town Administration Building with all permits containing all handwritten notes.
  - b. Inspections conducted in previous month. Building Commissioner describes observations and actions taken at various properties.
  - c. Communications received from residents. Building Commissioner describes various properties on Highway 12 that have the frontage lots located in Beverly Shores' commercial zone but the houses in the lots to the South are in unincorporated Porter county.
  - d. New permits on the horizon
    - i. New Permit Applications
      1. 4 Shore—Deck—Building Commissioner approved.
      2. 121 S. McAllister—Entrance remodel—Building Commissioner approved.
      3. 323 E. Ripplewater—New septic—Building Commissioner approved.
      4. 718 East Wilson—Building Commissioner reports that confirmation is needed of the square footage of the house and porch. Building Commissioner will confirm and if combined square footage meets bulk regulations on size, Building Commissioner will approve the permit.

5. 211 East Ripplewater—Building Commissioner reports on issue regarding addition to shed and size of lot and whether bulk regulations on size are compliant. Building Commissioner contact owner and contractor and will approve permit if regulations are met, otherwise he will contact Committee for further direction.

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4. Public Comments

a. Roxanne Shuger, 3 Pleasant, questioned height of structure at 4 Pleasant. Building Commissioner described recent site inspection that confirmed that structure itself is within the 40 foot height restriction. The HVAC system on the roof is not included in determining the height restriction. Comments from various attendees, and David Wagner regarding issue of removal of sand from building sites and lack of a storage site within Beverly Shores for such sand to keep it within the Town.

5. Old Business

a. 821 East Lake Front—Michael Ganz is the builder. J. Mackin is the Building Commissioner Pro Tem. The contractor appears. Discussion regarding technical issues concerning excavation to construct the garage and leaving the dune in place after excavation before constructing the foundation. Discussion held regarding whether stairs will also need to be replaced depending on soil movement during excavation. The permit has technically been approved since 2015, a new permit will need to be approved. Motion to approve permit by Lies, second by Vliek. Permit unanimously approved.

b. 436 East Bellevue—Discussion about plan drawings and revisions. Discussion regarding a study of the various plant species at the site and whether the project can get started without the plant study. The requirement for the plant study came from the BZA and not the Committee. The Committee does not have the authority to change the requirement. There was also a discussion about vandalism at the site and possible security measures that could be taken.

6. Discussion

a. Forms — Building Commissioner discussion about requiring every contractor to register to confirm that contractors have workers compensation and liability insurance. Discussion regarding the town ordinance which excludes certain occupations from the requirement to ut performance bonds for example roofers and landscapers. Building Commi oner recommends rewriting the ordinance.

Meeting adjourned at 10:05 a.

TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
MAY 11, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin, Pro Tem Building Commissioner  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

I. Roll Call. There is a quorum.

II. Minutes— The minutes of the April 13, 2019 meeting were approved.

III. Building Commissioner Report

List of active permits/projects.

A. Building Commissioner presented a written schedule of all outstanding permits.

Building Commissioner references a list of active permits/project status.

B. Inspections conducted in previous month. Building Commissioner reports on observations during inspections and status of projects.

C. Communications received from residents. Building Commissioner continues to receive questions from residents about requirements for buildable lots. Building Commissioner refers them to Ellen Lundt and Town website for documents on requirements.

D. New Permits on the horizon IV. New Permit Applications.

A. 409 E. Lake Front. Owner and contractor want to construct 20' x 30' parking area. There is no residence on the property. The improvement would also involve paving in the town right of way and also the retaining wall would be built in the property setback. In order to build the retaining wall in the setback, the BZA must approve. No action taken by Committee.

B. 31 S. Lake Shore County. Owner wants to install shed. The property does not meet Bulk Regulations. Building Commissioner will write letter to owner and BZA that motion to approve was denied because it doesn't meet Bulk Regulations,

C. 113 W. US 12. No owner representative present. Permit application not considered. All documents had been submitted and were on the shared drive.

D. 1 S. Oval. A drain must be installed in the driveway. Building Commissioner awaiting documentation on drain to be installed and then permit will be approved. E. 15 South Shore. Building Commissioner approved permit.



F. 211 E. Ripplewater. Building Commissioner approved pers

G. 417 E. Lake Front, 5 S. Pleasant, 40 S. Lake Shore County Rd., 6 E. Fairwater. Building Commissioner approved tree removal. V. Public Comments.

A. 4 S. Pleasant. Resident Mark Weber states property is in effect a four-story building with HVAC system on roof. He also discusses issues with how to determine height restriction for a structure to meet regulations, as well as means of egress in case of fire. Chairman Wagner responds that permit was issued by prior Committee which considered the various issues, but that Building Commissioner and Committee are closely monitoring construction.

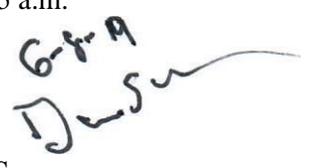
#### VI. Old Business

A. 821 E. Lake Front. Building Commissioner Pro Tem Mackin reports that there are discussions about the excavation for the garage. C. Ray, Duneland Group, reports that the plans were changed to reduce the width of the structure and raise up the foundation in order to reduce the depth of the excavation of the dune necessary to install the foundation. The permit has been approved, but the Building Commissioner Pro Tem must approve the final plans for construction. The property will be viewed by the Committee on May 17, 2019 prior to the Special Meeting to be scheduled for that date.

B. 436 E. Bellevue. M. Ganz, Building Commissioner Pro Tem, reviews drawings and goes through checklist of required information prior to issuance of permit Documents required prior to issuance of permit (a. \$25,000 bond, b. plant study for the area of the bridge at this time, c. landscape plan). Motion Lies, second Vliek, that the permit approval be considered at the next meeting subject to submission of checklist items a.-c. Motion approved unanimously. Discussion.

A. DNR wants note added to actual permits not just a checklist regarding wetland issues. Council Liaison O'Neil discusses steep slope checklist, as well as issues about height of structures and tree removal. Committee discusses scheduling a Special Meeting for May 17, 2019 at 4:30 p.m. Motion Lies, second Coughlin, to schedule Special Meeting on May 17, 2019 at 4:30 p.m. to discuss various regulations. Motion approved unanimously.

B. Adjournment. Motion Vliek, second Mackin, to adjourn. Motion approved unanimously. Meeting adjourned 10:35 a.m.



BUILDING SITE AND BUILDING coMMITTEE  
SPECIAL MEETING MINUTES MAY  
17, 2019

The Committee met for a Special Meeting at 4:30 p.m. on May 17, 2019 to discuss various issues relating to the building regulations and compliance.

Roll Call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Macklin, Pro Tem Building Commissioner  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

1. Roll Call. Quorum present.
2. Discussion of matters of public interest. Building Committee and Building Commissioner participated in discussion of various topics related to building regulations and compliance, including:
  - a. Grandfather clause application to property that does not meet current Bulk Regulations.
  - b. Use of public right of way by residents in front of property for parking.
  - c. Height of structure definitions and how height is determined.
  - d. Requirements for landscaping plans upon completion of projects.
  - e. Licensing of contractors and subcontractors.
3. Building Commissioner discusses methods to post regulations on website in a manner to assist users. Discussions regarding requirements for permits in a flood plain that involve DNR approval, thus far, for only one lot.
4. Further discussion about the duration of a permit from issuance to expiration. Based upon when is a project considered to start and the permit time period commences, including:
  - a. Removal of trees?
  - b. Commence construction of structure?
  - c. Other?
  - d. Questions about whether permit should require owner and contractor to complete certain tasks in stages?
5. Discussion about work scheduling during the week:
  - a. Start and finish times during the period Monday through Saturday?
  - b. Work on Sunday, what type of work and when?
6. Discussion about height of structures, what should be considered vents, chimneys, antennas?  
Should HVAC units be permitted on roofs: Should HVAC units be required to be hidden? 7. Discussion about how to confirm that all contractors, general contractors, subcontractors, subsubcontractors are properly registered with the Town to ensure that they have a license, if required, a bond and insurance?

8. Discussions regarding requirements for distancing of septic fields by Town and County from wells. Currently Town is 75' and County is 50', as well as requirements for the soil and size of the drainage field area. Discussion regarding what is safe distance from a septic system to a well. Currently the Town has no application process for a septic system to renew or rebuild a septic system'.
  9. Discussion had regarding distance for structure within 50' from a wetland which is currently 25' and application of a grandfather clause. There was discussion about what constitutes "wetland" and the Corps of Engineers' definition.
  10. Discussion had regarding road cut permits, including requirements to pay for subsequent repairs to road.
- II. Discussion had regarding restoration of the dune and site after construction to be included on permit, including eliminate erosion and restore natural species.
12. Commissioner Mackin discusses creating a separate steep slope construction regulation that includes all requirements in one sector.
  13. Motion Lies, second Vliek, to adjourn. Motion passed unanimously. Meeting adjourned at 6:13 p.m.

A handwritten signature in black ink, appearing to be "J. Mackin", is written over a vertical line that extends from the top of the page down to the signature.

TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
JUNE 8, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin, Pro Tem Building Commissioner  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

I. Roll Call. There is a quorum.

II. Minutes — The minutes of the regular meeting of May 11, 2019 and Special Meeting of May 17, 2019 were approved.

III. Building Commissioner Report

List of active permits/project status.

A. Building Commissioner presented a written schedule of active permits/project status.

B. Inspections conducted in previous month. Building Commissioner reports on observations during inspections and status of projects.

b.5. — 1 W. US 12 — Discussion regarding the number of parking spaces. The original permit authorizes 21 spaces, but owner is requesting 38 spaces. There is an issue whether some of the spaces are located in the town alley way. Owner is seeking an easement for additional spaces. Easement cannot be given by the Committee. Motion by Lies, second by Coughlin, to authorize Building Commissioner to issue a permit for the additional spaces if the additional spaces are approved by the Town Council.

C. Communications received from residents. Questions about ordinances. Building Commissioner discusses issues of fines for failure to obtain permit before commencing a project. The Town Council has established the schedule for the fines. The maximum fine is set for \$2,500.00. There was also a discussion about the fine that should be imposed for violating a stop order. Discussion whether fine for violating a stop order should be based upon the estimated cost of the project. The Committee discussed obtaining guidance from the Town Council.

D. New Permits on the horizon. Building Commissioner discusses new permits that are expected.

IV. New Permit Applications.



- A. 26 S. Drexwood — remodel. The Commissioner approved the permit.
- B. 25 E. Stillwater. A driveway project was started before obtaining a permit. The resident did obtain a permit. The Building Commissioner questioned the amo

of the penalty that should be assessed. The ordinance calls for an automatic doubling of the permit fee, plus a penalty. The prior Building Commissioner previously assessed a penalty of \$250.00.

- C. 819 E. Lake Front. Building Commissioner reports that a driveway was started without a permit. Stop orders were posted at the site which were torn down several times. Building Commissioner questioned the penalty that should be assessed for such violations. V. Public Comments.

A. The resident at 110 W. Fairwater questioned why no work was being performed at 108 W. Fairwater. Discussion about difficulty for construction equipment to access property. Further discussion about the location of the septic system in relationship to 110 W. Fairwater. It was indicated that the septic system is properly situated.

B. A resident spoke on behalf of her father regarding his property owned at 409-413

E. Lake Front and the installation of a retaining wall in the right of way at 409 E. Lake Front. The Committee advised that the matter will have to be sent to the Town Council for a determination that a retaining wall can be built on the right of way since the Committee has no authority to approve construction of retaining walls in the right of way. The Committee requested the Building Commissioner to place the matter on the agenda of the Town Council.

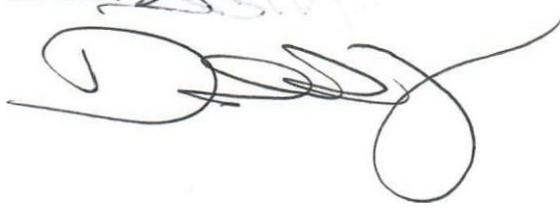
VI. Old Business. Discussion was had regarding property at 436 E. Bellevue. M. Ganz, Building Commissioner Pro Tem is not present. Committee is informed that all documents required to be submitted prior to approval of permit, as set out in Committee Minutes of May 11, 2019 (a. \$25,000 bond, b. plant study for the area of the bridge at this time, c. landscape plan) have not been submitted. The Committee has been informed subsequent to the meeting by the Clerk Treasurer's Office that no bond or plant study has been submitted to the Clerk Treasurer's Office. The permit application has not been signed. Motion to approve permit by Lies, second by Mackin. Motion approved unanimously, upon submission of the various required documents and execution of the required documents.

VII. Discussion.

A. DNR wants form completed with permit process for property in the flood plain which must be approved by DNR prior to issuance of a permit by Committee. Motion by Vliek, second by Mackin, that Committee approves form to be completed for property in flood plain and sent to Town Plan Commission to qualify under FEMA. Motion approved unanimously.

B. Special meeting discussions per the minutes. Commissioner Wagner requests that issues in Special meeting minutes be discussed at the next regular meeting. VIII. Adjournment. Motion by Vliek, second by Coughlin, to adjourn. Motion approved

unanimously. Meeting adjourned at 10:  
:18 a.m.

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

18 a.m

TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
JULY 13, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin, Pro Tem Building Commissioner  
Scott Vliek (absent)  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

I. Roll Call. Scott Vliek was absent.

II. Minutes — The minutes of the June 8, 2019 meeting were approved.

III. Building Commissioner Report

A. List of active permits/project status. Building Commissioner reports on active permits/project status distributed at meeting.

B. Inspections conducted in previous month. Building Commissioner reports on inspections conducted in previous month.

1. 108 W. Fairwater— Building Commissioner Pro Tem Mackin reports that work was stopped on the foundation footings. There have been revisions to the footings for the swimming pool. The footing was revised by the architect and engineer. The footing has now been poured. There will be a review of the soil compaction tests for the house and pool footing.

C. Communications received from residents.

1-2. Building Commissioner reports.

D. New Permits on the horizon.

1. Building Commissioner is developing a demolition permit.

2. 5 E. Fairwater — Building Commissioner will approve permit.

3. 350 E. St. Claire — Resident reports that previous owner had cuts done in the dune for a parking space without a permit. The parking space was approved by the prior Building Commissioner without a permit. Erosion has occurred, trees have collapsed. Rocks have been dumped to try and stop erosion. Resident has offered to pay for restoring his property, as well as adjoining property. The restoration will require stone to be placed in front of the right of way. Chairman Wagner recommends resident contact E. Hundt to obtain necessary paperwork for permit to be placed on Committee meeting agenda and to bring in a survey for both properties and request

for permit. Chairman Wagner recommends that resident go to the Board of Zoning



Appeals if the Committee does not approve the permit.

#### IV. New Permit Applications.

A. 409 E. Lake Front — Resident and son appear to obtain permit for lot 6 owned by resident to construct a parking space in front of property which does not have a residence. Resident is informed that all required parking spaces for residential use must be located on the same building parcel as the residence; and that the property did not meet the minimum residential lot size bulk regulations. Chairman Wagner informs resident must get a variance to build on a non-residential lot from the Board of Zoning Appeals. If the Board of Zoning Appeals approves, the resident must go to the Town Council to get approval to construct a parking space on the Town right of way. The permit application was denied for the foregoing reasons.

#### V. Public Comments.

A. Town resident Donna Norkus reports on proposed action from residents on a cul de sac to pay to construct a pathway from Palmer Avenue to the beachfront. The residents went before the Town Council that advised residents that it would allow the neighbors to do the project which would be gifted to the Town. The Town Council will approve pathway over an unimproved roadway and would waive fees for the permit. The residents will have to submit a topographical survey, as well as drawings showing the stairs from the pathway across property.

B. Building Commissioner states he will be issuing a letter to a resident at 30 Merrivale to demolish an unsafe staircase that has been taped off.

VI. Old Business. 1 West US 12. Michael Ganz reports on additional parking space issues for the property, including the Town's alleyway. The Town Council tabled the issue until receipt of drawings from Michael Ganz. If the Town Council approves the additional parking spaces, the Committee can approve the permit. There was further discussion moving the parking space blocks which was not approved in the original permit. The parking spaces cannot be placed on the public right of way without a license. Chairman Wagner advises that if the original permit is revised, the Building Commissioner can approve subject to Town Council approval regarding use of the right of way. Motion Lies, second Coughlin, to approve the permit subject to Town Council approval. Motion approved unanimously. The moving of the parking spaces was done after owner was told not to do it. Motion Lies, second Coughlin, to impose a penalty of \$250.00 on the owner for violation of permit. Motion approved unanimously.

VII. Discussion. Special Meeting discussions. No discussions conducted.  
VIII. Adjournment. Motion by Lies, second by Mackin, to adjourn. Motion unanimously. Meeting adjourned at 10:25 a.

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by Mackin, to adjourn. Motion approved

A handwritten signature in blue ink, appearing to be 'D. S. S.', is written over the text 'Motion approved'. The signature is stylized and extends to the right, crossing over the end of the line.

TOWN OF BEVERLY SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
AUGUST 10, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin, Pro Tem Building Commissioner  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building Commissioner Council  
Liaison, Brian O'Neil

1. Roll Call.

II. Minutes — The minutes of the July 13, 2019 meeting were approved.

III. Building Commissioner Report

A. List of active permits/project status. Building Commissioner reports on active permits/project status distributed at meeting. B. Inspections conducted in previous month.

1. 5 S. Pleasant. Michael Ganz is now the contractor for the project. Framing continues.
2. 108 W. Fairwater — Building Commissioner Pro Tem Mackin reports on status of footings, soil compaction tests and trees cut down after storm.
3. 315 E. Lake Front: Landscaping remains.
4. 25 Drexwood: Final inspection completed.

C. Communications received from residents. No communications.

D. New Permits on the horizon. Building Commissioner reports on status. Demolition permit applied for at Myrtle and St. Clair residence.

IV. New Permit Applications. A-C Building Commissioner approved permits. V. Public Comments. Dawn Huston, co-owner of property at 1 W US12 reports on construction of sidewalk at side of restaurant to Broadway from the side door. Sidewalk not shown on drawings. Chairman Wagner informs owner that she must go to the Town Council for approval of sidewalk on town right of way. Motion Lies, second Vliek, to express Committee support for installation of sidewalk if approved by Town Council. Motion approved unanimously.

VI. Old Business.

drawings for the garage. Charlie Ray



A. 821 E. Lake Front: John Mackin reports as Building Commissioner that he needs the y will drop off the drawings for review.

#### VII. Discussi

A. 11 Drexwood: Committee informed that owner removed excess sand from the excavation for parking spaces and deposited the sand in a ravine without approval. The owner Will be required to manually replace the sand removed without approval by the time of the next Committee meeting on September 14 and will be assessed a penalty of \$250. On motion of Lies, second Vliek, to assess the penalty of \$250 and if the sand is not replaced by the September 14 meeting, the Committee will consider a

per diem penalty if not remediated. The Building Commissioner will notify the owner of the duty to remediate.

B. 49 Oval: The current permit expires on November 10. The Building Commissioner will send a letter to the owner to inform the owner that if the structure is not under roof by that date, that the owner must apply for an extension of the permit for three months.

C. 1 W US 12: There was a discussion of the lights, garbage enclosure and parking regarding these items. The parking stop blocks have been returned to the original position. The owner informed the Committee regarding the changes in the lighting.

Owners informed that the garbage dumpster area needs an enclosure.

D. I I Shore: The Committee was not informed of the current issues regarding this property and the discussion was tabled.

E. 436 E. Bellevue: The Committee was informed that the owner has not complied with the permit by submitting the required documentation, including the plant study, and a \$25,000 bond to the Town. Motion Lies, second Vliek, to suspend the current permit for sixty days and if there is no compliance, the current permit will be revoked and the owner will have to reapply for a permit. Motion approved unanimously. Building Commissioner Pro Tem Ganz will notify owner of action.

#### VIII. New Items:

A. 319 Lake Front: Owner previously removed stop orders several times and the Committee previously imposed a penalty of \$250.00. Owner requested that penalty be rescinded. Motion Vliek, second Coughlin, to deny request to rescind penalty. Motion approved unanimously.

B. 16 E. Atwater: Owner wants to extend septic field under unused alleyway. Owner did not submit plans to the Committee. Motion Lies, second Mackin, not to give a favorable response to the Town Council. Motion approved unanimously. Owner informed that it is necessary for owner to appear before the Town Council since the request involves an alleyway.

C. Contractor registration: Building Commissioner requested to add an item to the agenda to discuss possible reduction of contractor registration fee from \$300 to a lesser amount to encourage more registration.

D. 4 Pleasant. Owner was previously informed that their permit expires on September 10, 2019 and that a written request must be submitted for an extension.

VIII. Adjournment. Motion by Lies, second by Vliek, to adjourn. Motion approved unanimously. Meeting adjourned at 9:45 a.m.

A handwritten signature in black ink, appearing to be "Lies", written in a cursive style.

TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
SEPTEMBER 14, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary John  
Mackin (absent)  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building Commissioner  
Council Liaison, Brian O'Neil

I. Roll Call. There is a quorum.

II. Minutes — The minutes of the meeting of August 10, 2019 were approved unanimously.

III. Building Commissioner Report

List of active permits/project status.

Building Commissioner presented a written schedule of active permits/project status.

- A. Inspections conducted in previous month.
  - 1. 5 Pleasant — framing continues.
  - 2. 108 W. Fairwater — foundation. Building Commissioner Pro Tem not present to report.
  - 3. Trees — Building Commissioner reports on Michigan State report on fungus that is causing destruction of blue spruce trees.
- B. Communications received from residents. Building Commissioner reports on calls from architects regarding potential projects.
- C. New Permits on the horizon. Building Commissioner will report next month on 41 Oval.

IV. New Permit Applications.

- A. 28 S. Beach driveway. Building Commissioner approved. B. 27
- E. Stillwater — gazebo. Building Commissioner approved. C. 827
- E. Lake Front — deck. Building Commissioner approved. D. 821
- E. Lake Front — garage. Building Commissioner approved.
- E. 120 S. Montana — turn around pad. Building Commissioner approved.

V. Public Comments. No public comments were received.

VI. Old Business.

- A. 11 Drexwood — Owner previously had improperly cut down dune for parking and at previous meeting Committee approved a penalty of \$250.00 for

violating permit and gave owner 30 days to remediate. The owner has installed lights but not remediated. Motion Lies, second Vliek, to approve additional \$250.00 penalty. Motion approved unanimously.

B. 49 Oval. Contractor Michael Ganz reports owner is obtaining financing for construction loan. An electrical breaker box has been installed. Owner will appear at next meeting on status and will have to request an extension of building permit. The structure must be under roof within one year.

C. 1 W US 12 (lights, parking) — Michael Ganz reports on call to NIPSCO regarding installation of two down directional lights. Owner has obtained permit from NIPSCO. Chairman Wagner requests that owner install three sided enclosure around garbage containers in next week. Michael Ganz reports he has contacted INDOT and has had meeting to discuss sidewalk near traffic control devices. The sidewalk will be a north/south orientation. INDOT requests drawing that will show sidewalk is ADA compliant. An engineering firm has designed a drawing that is ADA compliant that will be submitted to INDOT. Brian O'Neil has drawn up a proposed sidewalk on Broadway to intersect with the sidewalk on Route 12. He will submit drawings to Building Commissioner and owner will submit INDOT drawings to Building Commissioner to confirm that sidewalks are compatible.

D. 15 Shore. Building Commissioner reports on driveway issues and that he needs to meet with contractor. Owner wanted to install a drain that will not function and Building Commissioner told owner that gravel must be installed to prevent flooding of road.

E. 436 E. Bellevue — Building Commissioner reports that permit suspended for non-compliance with conditions, including \$25,000 bond and plant study.

Building Commissioner will place property on October agenda.

F. 4 Pleasant — Building Commissioner reports permit expired on August 25, 2019 and owner will need extension. Motion Vliek, second Coughlin, to extend permit an additional 90 days from August 25, 2019. Motion approved unanimously.

G. 4997 W. Dunes Hwy — Owner appears to request permit for garage to be used for automobiles. Discussion that variance will be required from BZA. Motion Vliek, second Lies, to deny permit. Motion approved unanimously.

VII. Discussion. Brian O'Neil discusses issues with proposed form for contractor permit applications. He identifies typographical errors, bond requirements. Form must indicate that bond insures Town of Beverly Shores as an additional insured on the bond itself. Further discussion of reducing registration fee for contractors from \$300 to \$100 to encourage more registration.

VIII. Adjournment. Motion Lies, second Vliek, to adjourn meeting. Unanimously. Meeting adjourned at 9:25 a.

to adjourn meeting. Motion approved

m.

A large, stylized handwritten signature in black ink, appearing to be the name 'Brian O'Neil', is written over the text 'm.' and extends across the right side of the page.

TOWN OF BEVERLY  
SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
OCTOBER 12, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin  
Scott Vliek  
Steve goughlin  
Charlie Ray, Building  
Commissioner Council Liaison,  
Gregory Brown

- I. Roll Call. There is a quorum.
- II. Minutes — The minutes of the meeting of September 14, 2019 were approved unanimously.
- III. Building Commissioner Report  
List of active permits/project status.  
Building Commissioner presented a written schedule of active permits/project status.
  - A. Inspections conducted in previous month.
    1. 5 Pleasant framing continues.
    2. 4 Pleasant framing continues.
    3. 108 W. Fairwater — Building Commissioner Pro Tem Mackin reports that foundation is done, some duct work under the slab, progress on project is slow.
  3. Trees —Th removals at various locations, permits have been applied for by residents.
  - B. Communications received from residents.
    1. Questions about ordinances
    2. Questions for procedures to add or remodel.
  - C. New Permits on the horizon.

1. Remodel
2. New home
3. New construction
4. Demolition

#### IV. New Permit Applications.

- A. 120 S. Montana — turn around pad. Commissioner approved. Owner is going forward.
- B. 20 S. Drexwood — deck. Commissioner approved.
- C. 15 E. Ripplewater — deck. Commissioner approved.
- D. Trees — Commissioner approves permits for the removal of trees

at various addresses of trees within 15 feet of residences or overhanging residences. Comments on disease killing Blue Spruce trees.

#### V. Public Comments.

- A. Resident Jeff Bensen asked questions about cars parking in the alley at 1 W. US 12.
- B. Questions raised about outdoor lights at 1 W. US 12. Building Commissioner reports that the owner did not use the NIPSCO options for lights and reports that it should be an LED light with the light beam showing straight down.
- C. Chairman Wagner reports that the seating at 1 W. US 12 must be reduced to 50 seats by September 23, 2019 or the septic system must be increased by forty-seven percent (47%), but there is no space to increase the septic field.
- D. Building Commissioner reports that enclosure has been installed around the garbage containers at 1 W. US 12.
- E. Resident Ann McDonald asked questions about water usage at 1 W. US 12.
- F. Resident Anson Lubbock asked questions about parking compliance at 1 W. US 12.
- G. Resident Frank Hardwick asked questions about whether the impact of the property at 1 W. US 12 exceeding water usage can be measured.

H. Resident Donna Norkus asked questions about the Committee's compliance with ordinance 155.026(b)(i) that requires permit applications to be approved by a majority of the Committee to make sure that the minutes reflect more detail to reflect that if a permit is approved subject to any contingencies that all of the additional contingencies are set out to put the owner on notice of such contingencies. VI. Old Business.

A. 11 Drexwood — airman Wagner reports on letter sent to resident.

B. 49 Oval — Owner appears to request extension of permit. Owner required to have structure under roof by the end of November, 2019. The permit expires on January 23, 2020. Owner requests 90 day extension to get the structure under roof from October 22, 2019 until January 12, 2019. Motion by Lies to extend time to grant extension. Second by Mackin. Motion approved unanimously.

C. 1 W US 12 (lights, parking, septic) — Another letter sent to owner regarding these items.

D. 436 E. Bellevue Owner permit approved in May, 2019 subject to completion of contingencies. wner did not comply with all contingencies, including providing the required bond. Because owner did not meet contingencies, permit is no longer approved. Owner will be required to resubmit application to the Building Committee with required materials. A letter will be prepared by the Secretary and sent to Ellen Hundt to owner to inform owner that permit is canceled. Motion ves to cancel permit, second Vliek. Motion approved unanimously.

VII. Discussion. Discussion held about application for contractor registration by Donna Norkus and Ellen Hundt. The Building Commissioner must initially approve the application requirements for the bond to send to the Town Council for its approval. The Building Commissioner will make a list of all the projects that require bonds and submit to the Committee and then to the Town Council OSNV

for approval. The Committee will meet to discuss the bonding requirements that must be referenced in the application. Chairman Wagner reports on Beverly Shores Plan Commission minutes of September 11, 2019 on FEMA Compliance. Building Commissioner needs to send a letter to FEMA Confirming that the Commission has approved.

VIII. Adjournment. Motion Lies, second Coughlin, to adjourn meeting.  
Motion approved unanimously. Meeting adjourned at 9:52 a.

m  


TOWN OF BEVERLY SHORES BUILDING SITE AND BUILDING  
COMMITTEE MEETING MINUTES DECEMBER 14, 2019

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
John Mackin  
Scott Vliek  
Steve Coughlin  
Charlie Ray, Building  
Commissioner Council Liaison,  
Brian O'Neil

I. Roll Call. There is a quorum.

II. Minutes — The minutes of the meeting of October 12, 2019 were approved unanimously.

III. Building Commissioner Report

Building Commissioner reviews status of active permits and projects.

A. Inspections conducted in previous month.

1. 5 Pleasant— framing.
2. 4 Pleasant— framing.
3. 108 W. Fairwater — Building Commissioner Pro Tem Mackin reports on status. Three issues reported. First, topographical survey using LIDAR technology was not accurate as to the site conditions, including elevations, upon which the specifications were developed. Committee discussed that LIDAR surveys will no longer be accepted by the Committee when approving permits. Second, the septic system was moved from the location in the drawings that were approved for

the permit without returning to the Committee to obtain approval for such change. Third, the dune was not properly protected from erosion as required by the permit and ordinance and the dune has sustained erosion. Committee identified three violations, an incorrect site plan, modification of project regarding septic system without approval and failure to protect dune from damage. Motion Lies, second Coughlin, to issue penalty to homeowner for failure to obtain approval of movement of septic system in amount of \$50() and for damage to dune of \$500. Building Commissioner pro tem Mackin to send letter to homeowner advising of penalties. Motion approved unanimously.

Motion Coughlin, second Vliek, to add revised drawing LIOI dated October 7, 2019 to site specifications. Motion approved unanimously.

4. 49 Oval — Michael Ganz addresses Committee regarding construction Using prefabricated panels. Owner wants to add an additional 76 square feet to additional specifications which will be within the original footprint of the structural specifications. Motion Lies, second Mackin,t approve drawing JI 9-0056 dated November 22, 2019, showing addition to original structural specifications to allow 76 square feet addition. Motion approved unanimously.

5. 351 Lake Front Drive — Building Commissioner reports property is not ready for final inspection.

B. Communications received from residents.

No comments from residents. C. New Permits on the horizon.

1. No report

2. New homes — 41 S. Oval — Building Commissioner reports that homeowner will be building. Drawings have been submitted. Homeowner has not submitted application for permit. IV. New Permit Applications.

A-G. Building Commissioner identifies in agenda.

V. Public Comments.

No public comments.

VI. Old Business.

A. 11 Drexwood — Committee previously approved two penalties of \$250 each for removal of dune with no permission and failure to restore dune. Owner has not responded to prior notification. Motion Lies, second Coughlin, to inform homeowner to pay penalties by

December 31, 2019 or Town will take action to collect penalties together with additional attorneys' fees, court costs and expenses. Motion approved unanimously. B. 49 Oval — Motion previously discussed in Section III (A)(4) above.

C. 1 W US 12 — Discussion about lights, parking and septic system. The wrong type of parking lot lights were installed. Owner present and informed she can choose a light from types previously approved by Committee.

D. 4 Pleasant — Building Commissioner reports homeowner is seeking bids for a new builder. Owner submitted a letter on November 15, 2019, requesting a second three month extension to allow structure to be completely under roof. Discussion that project must be complete in 18 months. Prior to issuance of permit for occupancy, the damage to the road must be corrected. Motion Lies, second Coughlin, to approve second three month extension subject to payment of \$300 fee for extension. Letter to be sent to homeowner granting extension subject to payment of fee.

E. 11 Lake Front — Michael Ganz reports on action to install railings on structure. VII. Discussion.

A. Beach erosion on Lake Front Drive — Wagner reports on action to save road at intersection with Hutchinson Road.

B. ATT line mounted amplifiers — Building Commissioner reports on amplifier to be installed on NIPSO poles. ATT has provided information to Town Council. C. Brian O'Neil is retiring from Town Council. Committee congratulates him on his dedicated service.

VIII. Adjournment. Motion Lies, second Mackin, o adjourn meeting. Motion approved unanimously. Meeting adjourned at 10:20 a.

m  