

**TOWN OF BEVERLY SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
FEBRUARY 12, 2022**

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

Roll call:

Present: David Wagner, Chairman  
Mark Lies, Secretary  
Brian O'Neil  
Scott Vliek  
Margaret Williford  
Council Liaison, S. Loeb

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of January 8, 2022 were unanimously approved.
- IV. Building Commissioner Report
  - A. List of active permits/project status - Building Commissioner reports that there are not too many new projects but that several are expected to come before the Committee in March.
  - B. Inspections conducted in previous month. Building Commissioner reports.
  - C. Communications received from residents –
    1. Questions from residents. Building Commissioner reports on questions from realtors about the ordinances applicable to the size of lots.
    2. Questions about procedures to add on or remodel. Building Commissioner reports that there is not a lot of remodeling.
  - D. New permits on the horizon
    1. Remodel – None.
    2. New homes – None.
    3. New construction – None.
- V. New Permit Applications
  - A. 417 E. Lake Front Drive – Committee members conducted a site visit at 7:30 a.m. on February 12, 2022. Owner, as well as architect (Mark Weber), present for site visit. Committee reviews the square footage of the structure and it meets the ordinance. Structure will not involve the steep slope area of the lot. Discussion regarding fact that proposed driveway is located

in the setback on the west side of the lot. Discussion regarding fact that driveways are now considered structures and are not supposed to be located in the setback. Building Commissioner reports that many driveways are located in the setback and were constructed prior to the revised ordinance. Discussion regarding how the driveway can be located in setback in view of revised ordinance. Discussion that this issue will need to go to the Plan Commission. Discussion about allowing driveways to access garages on side of lot will potentially avoid construction of garages in front of the property and visual impact on town. Architect reports that septic system permit is pending with Porter County Department of Public Health. Motion Lies, second Vliek, to approve site and construction permit based upon Committee interpretation of ordinance regarding construction of driveway in side lot setback and contingent upon written confirmation of approval of the septic system by the Porter County Department of Public Health. Motion passed unanimously.

VI. Public Comments – None.

VII. New Business

- A. 807 S. Vera – Owners attend meeting virtually. Committee initially scheduled to conduct site visit of driveway in issue at 7:30 a.m. on February 12, 2022, but site visit cancelled because of weather and snow accumulation on driveway, which would not allow inspection of driveway to determine whether extent of asphalt installed over existing driveway required a permit, which owners did not obtain prior to work. Owners informed Committee that they did not obtain permit based on their interpretation of the ordinance and did not contact the Building Commissioner for clarification. Discussion regarding whether drain is required because of nature of work. Motion Lies, second Williford, to require owner to apply for permit to resurface driveway and install drains with applicable permit fee, administration fee ((\$400) and penalty for failure to obtain permit (\$250) for the total amount of \$650. Motion approved unanimously.

VIII. Old Business – None.

IX. Election of Officers

- A. Motion Lies, second Williford, to appoint Scott Vliek as Chairman. Motion approved unanimously. Motion Vliek, second Williford, to appoint Mark Lies as Secretary. Motion approved unanimously. Motion Lies, second Williford, to appoint Brian O’Neil as Vice Chairman. Motion approved unanimously. Dave Wagner discusses reason for not continuing as Chairman, including his concern that the duties of the Building Commissioner should be separate from that of the Chairman to ensure impartiality and to be able to properly perform the duties of the Building Commissioner due to the time required to fulfill that position and the time commitments that are required to properly perform the duties of the Chairman of the Committee.

X. Adjournment – Motion Lies, second Williford, to adjourn. Motion approved unanimously. Meeting adjourned at 10:19 a.m.

*Sattler Vleck*  
3/12/2022