

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

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

Roll call:

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

- I. Roll Call. There is a quorum. Meeting was conducted virtually in part.
- II. Title VI forms are available online for attendees.
- III. Minutes – Minutes of the meeting of February 12, 2022 were unanimously approved.
- IV. Building Commissioner Report
  - A. List of active permits/project status - Building Commissioner reports on projects.
  - B. Inspections conducted in previous month. Building Commissioner reports it was a relatively quiet month for pending projects.
  - 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 met with the Plan Commission to discuss the ordinance regarding construction of driveways in the setback. The Plan Commission is aware of the issue and will address it on a case by case basis.
  - D. New permits on the horizon
    1. Remodel – None.
    2. New homes – None.
    3. New construction – None.
- V. New Permit Applications
  - A. 20 S. Pleasant – Chairman reports on revisions made to drawings to change the size of the driveway, size of structure, elevation. Building Commissioner asks about contractors to confirm they are registered. Owner expects structure to be under roof in three months. Williford discusses measurements and allowable square footage. Architect appears to discuss confirmation of square footage of

addition on two levels. Motion Wagner, second Lies, to approve site and building permit. The permit will expire on March 12, 2023.

- B. 24 S. Lake Shore County Rd. – Committee conducted site visit prior to meeting. The application for the site plan is submitted for new construction. Committee discusses that lower level of structure has a full kitchen, dishwasher and other appliances. Owner informed that the code only permits single family residences and not duplexes. Discussion by Committee regarding excessive grading of site. Owner informed that a portion of the ground level of the basement must be included in the calculations of square footage. Discussion regarding inclusion of portions of the basement if the basement is more than 50% above grade. Discussion about how to calculate the square footage to be included. Owner informed cannot conduct excessive grading of the site to get 50% grade. Architect withdraws the application for approval of the site plan.

VI. Public Comments –

- A. Realtor appears to discuss property at 729 E. Lake Front Drive. Building Commissioner discusses that lot is too small to meet ordinance requirements and that the owner would have to combine the lot with adjacent property to meet square footage requirements for structure. Building Commissioner advises that a demolition permit must be obtained. The County will have to approve the septic system that must also be 75 feet from an existing well and 200 feet from the ordinary high water mark of the lake.

VII. New Business – None.

VIII. Old Business – None.

IX. Adjournment – Motion Lies, second Wagner, to adjourn. Motion approved unanimously. Meeting adjourned at 9:32 a.m.