

## Beverly Shores Plan Commission Minutes

October 1, 2018

6:30 P.M.

1. The meeting of the Beverly Shores Plan Commission was called to order at 6:30 p.m. at the Beverly Shores Administration Building. Members of the Plan Commission present were Brian O'Neil, Gabrielle Biciunas, Greg Lyman, Donna Norkus, John Daraska, Thomas Weber, and Brian Quealy. Attorney Connor Nolan was not in attendance.
2. Review of previous meeting minutes. Minutes of the August 6, 2018 meeting were reviewed. Commissioner Norkus moved to accept, Weber seconded. Motion passed.
3. Old Business

None
4. New Business
  - a. Review of Sign Permit Application Forms
    - a. Temporary Sign Permit Application Form

Modifications were suggested. There is no consideration of temporary signs in the Commercial District. It was suggested that the applicability of the temporary sign ordinance to the Commercial District be considered. A note should be added to the form: **"Permit is only required if applying for more than one sign"**; and **"Permit not required for any temporary sign during the election period (60 days before and 7 days after applicable election)"**. Add **"RESIDENTIAL DISTRICT"** to the title of the application.
    - b. Permanent Sign Permit Application Form

Modifications were suggested. Under the application title, change sentence to **"(For 4<sup>th</sup> sign (permitted home occupation only), or banner up to 4 SF)"**. Change Size of Sign line to **"(Accessory residential sign can be no larger than 4 SF; commercial aggregate size limit of 100 SF with no individual sign > 36 SF)"**:  
  
Commissioner Lyman moved that both applications be approved with modifications and sent to Town Clerk/Treasurer for implementation. Biciunas seconded. Motion passed.
  - b. Review of Contractor Registration Form
    - a. Form was found to need more work. Will send back to Building Commissioner for input for later review.

c. Comprehensive Plan Discussion

Much discussion of the procedures followed in the past to review the Comprehensive Plan. In general, the following steps were followed;

1. PC discussed in general what had changed in town since the last review.
2. PC sought input from groups in town.
3. A survey was devised and sent to residents.
4. Survey input was received and considered.
5. PC split into groups to work on specifics.

PC decided it would be prudent to use the same general format as previous Plan. The Plan should include more visuals (maps).

Ideas discussed included:

- connect to sanitary sewer system for commercial district;
- review septic system ordinances;
- strengthen the connection between 20,000 SF lot size and septic systems;
- review tree preservation and steep slope ordinances;
- maintenance of unoccupied lots;
- beach protection and replenishment;
- impacts and opportunities associated with Michigan City power plant closure;
- coordination with the NPS; and
- social trails.

Potential timeline was discussed. This project will take several years, based on past efforts. Results of 2020 Census will be needed to finalize numbers in the Plan. Tentative schedule could be as follows:

2019 – General ideas discussions

2019-2021 – Public input

2021 – Draft Plan and incorporate census data

2022 – Comprehensive Plan production

It was suggested that the Town Clerk/Treasurer set up a shared drive for members of the Plan Commission to save and share documents for consideration.

5. Commissioner Norkus moved to close the meeting. Commissioner Lyman seconded. Motion passed. Meeting adjourned at 8:00 pm.