

**TOWN OF BEVERLY SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
JUNE 8, 2024**

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  
                  David Wagner, Building Commissioner  
                  James Nolan  
                  Council Liaison, Matrona Malik

- I. Roll Call. There is a quorum.
- II. Title VI forms are available online for attendees.
- III. Minutes – Motion Lies, second Nolan, to approve minutes of May 11, 2024 meeting with a correction in Section V.C. to change reference from “310 Monroe” to “310 Marne.” Minutes approved.
- IV. Building Commissioner Report –
  - A. List of active permits/project status – Building Commissioner reports on status.
  - B. Inspections conducted in previous month – Building Commissioner reports.
  - C. Communications received from residents
    1. Questions about ordinances – None
    2. Questions about procedures to add on or remodel - None.
  - D. New permits on the horizon – None.
- V. New Permit Applications – None.
- VI. New Business – Committee discusses issues regarding removal of trees at 527 E. Bellevue by Jon’s Tree Service that was done without a permit. The resident obtained a permit for the tree removal after the fact. The resident paid a permit fee of \$100, double the fee for the permit for failure to obtain a permit prior to removal. The Committee waived any other penalties against the resident. The permit that was issued identified six trees for removal. The Building Commissioner and Chairman conducted a visual inspection of the property and determined that a total of thirteen trees were removed. The Committee reviewed applicable regulations relating to potential penalties that could be issued against the tree removal firm for removal of the trees without a permit. Committee members discussed that the tree removal firm is aware of the requirement to have a permit prior to removal of trees when the firm was informed of the requirement to have a permit. The Committee determined that it would be appropriate to authorize the Building

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Commissioner to issue a penalty to the tree service removal firm. The Committee reviewed the dimensions of the trees in calculating the penalty. Based upon the consideration of the dimensions of the trees (greater than 12" in diameter, less than 12" in diameter or 8" or less in diameter). The Committee determined that a reasonable penalty calculation would result in a penalty of \$5,500. The Committee then determined to authorize a penalty of \$2,750 as a deterrent penalty to the tree removal firm for removal of the trees with knowledge that no permit had been issued. Motion Lies, second Nolan, to authorize the Building Commissioner to issue a penalty to Jon's Tree Service in the amount of \$2,750 from the date of the removal as a deterrent to the tree removal firm against removal of trees without a permit in the future. Motion approved.

VII. Old Business – None.

VIII. Public Comments – None.

IX. Discussion – None.

X. Adjournment – Motion Lies, second Wagner, to adjourn meeting. Motion approved. Meeting adjourned at 9:16 a.m.

*Scott A. Vank*  
8/10/2024