

**TOWN OF BEVERLY SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
FEBRUARY 10, 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  
                  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 O'Neil, to approve minutes of January 13, 2024 meeting. Minutes were unanimously approved.
- IV. Building Commissioner Report – Chairman Vliek reports as Building Commissioner Pro Tem.
  - A. List of active permits/project status – Chairman Vliek reports on status.
  - B. Inspections conducted in previous month – Chairman Vliek and David Wagner report.
  - C. Communications received from residents
    1. Questions about ordinances – Discussion about communications on removal of trees. Communications about whether lots are buildable and whether a 3,000 square foot tiny house can be constructed. A tiny house would not meet Bulk Requirements.
    2. Questions about procedures to add on or remodel - None.
  - D. New permits on the horizon –
    1. 4 W. Stillwater – Discussion about possible permit for 4 W. Stillwater property.
- V. New Permit Applications –
  - A. 128 W. Dunes Highway – Charlie Ray from Duneland Group present by telephone to discuss the original plans for the structure footings and what he recommends, including the presence of a soils engineer during the foundation pour, that the foundation construction will follow all recommendations of the soils engineer. Further discussions about conditions for a permit, including no public or residential occupancy, no commercial activities conducted on premises, including sale of any products. Further discussion of narrowing of driveway, requirement for drainage of driveway, that the structure be located on the property at an elevation no higher than 616.5 feet. Further discussion about electrical service,

*SV* 3/9/24

floor outlets, fixtures suitable for wet electrical service. Motion Wagner, second Lies, to table further consideration of the permit until the Owner is present.

VI. New Business –

- A. 527 E. Bellevue – Discussion of removal of trees at property without a permit by John's Tree Service. Owner has indicated that he did not believe that a permit was required. Contractor apparently told Owner permit not required. Contractor continued to remove trees after informed no permit. Discussion about whether permit required and whether Owner can be fined and amount of fine. Discussion about whether Contractor can be fined or other actions taken for continuing to remove trees when no permit has been obtained and when Contractor continues to remove trees when ordered to stop. Motion Lies, second Wagner, to table consideration of fines to Owner until March 9, 2024 meeting. Motion approved.

VII. Old Business –

- A. 808 Vera – Discussion of application of ordinances to issuance of permit for property at 808 Vera and the extent to which driveway access can be opened on Palmer Avenue and the dimensions of such driveway. Discussion of status of permit previously approved by Committee. Discussion about ordinances 155.181 and 153.03 and which applies. Motion Lies, second O'Neil, to have Committee issue an Advisory Opinion that Section 153.03 applies to the opening of Palmer. Motion passed.

VIII. Public Comments –

- A. Resident E. Clarke commends Committee on the consideration of permit process for removal of trees and preserve trees.

IX. Discussion –

- A. Discussion whether tree removal permit should require planting a tree for every tree that is removed.

- X. Adjournment – Motion Lies, second O'Neil, to adjourn. Motion passed. Meeting adjourned at 9:38 a.m.

*Scott J. Clark*  
3/9/2024