

**TOWN OF BEVERLY SHORES  
BUILDING SITE AND BUILDING COMMITTEE  
MEETING MINUTES  
MAY 8, 2021**

The virtual electronic meeting was called to order at 8:30 a.m. by Chairman David Wagner who was present at the Administration Building.

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 the April 10, 2021 regular meeting and the April 24, 2021 Special Meeting were approved.

IV. Building Commissioner Report

A. List of active permits/project status – S. Vliek reports.

1. 4 Pleasant – project is ongoing. Owner must complete current project before Committee will consider new permit for additional construction.
2. S. Vliek reports on status of other projects.

B. Inspections conducted in previous months

1. 108 W. Fairwater – S. Vliek reports that the initial site plan was inaccurate. He is obtaining as-built drawings for the structure.

C. Communications from residents – None.

D. New permits on the horizon – S. Vliek reports on four potential new projects. The owners did not present the site survey documents for Committee review, so the projects will not be considered by the Committee.

V. New permit applications

A. 712 E. Wilson – Committee conducted site visit prior to meeting and met with owner who is also the builder. Committee noted that frontage of property on survey is 91 feet and less than required 100 feet. The survey will be reissued to reflect that there is required 100 foot frontage. Discussion regarding driveway which is proposed on west side of property within the side lot setback. Committee recommends that owner consider relocating driveway to east side of lot to avoid construction in setback. Committee notes that driveway is a “structure” for purposes of the side lot setback. Committee notes that there are issues with

- the steep slope in the location of the house and retaining walls and impact on on steep slope and recommends relocating structure. Committee requests owner to provide new topographical and geotechnical drawings to identify location of house, driveway, retaining walls in relationship to steep slope. Owner agrees to consider Committee recommendations. Building Commissioner will communicate with owner. No action taken at meeting.
- B. 104 E. Idler – Architect and owner present to Committee. Architect discusses proposed construction activities, including repairing stairway, rebuilding of deck and addition of canopy, addition of railings on upper deck, replacement of several deck boards. Motion Lies, second O’Neil, to approve permit. Motion passed.

VI. Public Comments – None.

VII. Old Business – None.

VIII. Discussion

Member O’Neil is researching fees for inspections and permit approval work conducted by Committee. Discussion regarding surcharge for review and approval of permit where property involves steep slope because permit process involves much more action by Committee in inspecting site, review of required surveys. Discussion regarding fees need to be increased to cover the cost of fees for Building Commissioner services. Member O’Neil reports Town fees are in some cases 20-50% below fees in adjoining communities. Committee will continue to investigate the fee structure.

- IX. Adjournment – Motion Lies, second Williford, to adjourn. Motion passed. Meeting adjourned at 9:36 a.m.