

**TOWN OF BEVERLY SHORES
BUILDING SITE AND BUILDING COMMITTEE
MEETING MINUTES
JUNE 8, 2019**

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

Roll call:

Present: David Wagner, Chairman
Mark Lies, Secretary
John Mackin, Pro Tem Building Commissioner
Scott Vliek
Steve Coughlin
Charlie Ray, Building Commissioner
Council Liaison, Brian O'Neil

- I. Roll Call. There is a quorum.
- II. Minutes – The minutes of the regular meeting of May 11, 2019 and Special Meeting of May 17, 2019 were approved.
- III. Building Commissioner Report
 - List of active permits/project status.
 - A. Building Commissioner presented a written schedule of active permits/project status.
 - B. Inspections conducted in previous month. Building Commissioner reports on observations during inspections and status of projects.
 - b.5. – 1 W. US 12 – Discussion regarding the number of parking spaces. The original permit authorizes 21 spaces, but owner is requesting 38 spaces. There is an issue whether some of the spaces are located in the town alley way. Owner is seeking an easement for additional spaces. Easement cannot be given by the Committee. Motion by Lies, second by Coughlin, to authorize Building Commissioner to issue a permit for the additional spaces if the additional spaces are approved by the Town Council.
 - C. Communications received from residents. Questions about ordinances. Building Commissioner discusses issues of fines for failure to obtain permit before commencing a project. The Town Council has established the schedule for the fines. The maximum fine is set for \$2,500.00. There was also a discussion about the fine that should be imposed for violating a stop order. Discussion whether fine for violating a stop order should be based upon the estimated cost of the project. The Committee discussed obtaining guidance from the Town Council.
 - D. New Permits on the horizon. Building Commissioner discusses new permits that are expected.
- IV. New Permit Applications.
 - A. 26 S. Drexwood – remodel. The Commissioner approved the permit.
 - B. 25 E. Stillwater. A driveway project was started before obtaining a permit. The resident did obtain a permit. The Building Commissioner questioned the amount

of the penalty that should be assessed. The ordinance calls for an automatic doubling of the permit fee, plus a penalty. The prior Building Commissioner previously assessed a penalty of \$250.00.

- C. 819 E. Lake Front. Building Commissioner reports that a driveway was started without a permit. Stop orders were posted at the site which were torn down several times. Building Commissioner questioned the penalty that should be assessed for such violations.

V. Public Comments.

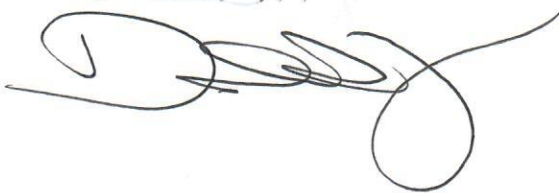
- A. The resident at 110 W. Fairwater questioned why no work was being performed at 108 W. Fairwater. Discussion about difficulty for construction equipment to access property. Further discussion about the location of the septic system in relationship to 110 W. Fairwater. It was indicated that the septic system is properly situated.
- B. A resident spoke on behalf of her father regarding his property owned at 409-413 E. Lake Front and the installation of a retaining wall in the right of way at 409 E. Lake Front. The Committee advised that the matter will have to be sent to the Town Council for a determination that a retaining wall can be built on the right of way since the Committee has no authority to approve construction of retaining walls in the right of way. The Committee requested the Building Commissioner to place the matter on the agenda of the Town Council.

VI. Old Business. Discussion was had regarding property at 436 E. Bellevue. M. Ganz, Building Commissioner Pro Tem is not present. Committee is informed that all documents required to be submitted prior to approval of permit, as set out in Committee Minutes of May 11, 2019 (a. \$25,000 bond, b. plant study for the area of the bridge at this time, c. landscape plan) have not been submitted. The Committee has been informed subsequent to the meeting by the Clerk Treasurer's Office that no bond or plant study has been submitted to the Clerk Treasurer's Office. The permit application has not been signed. Motion to approve permit by Lies, second by Mackin. Motion approved unanimously, upon submission of the various required documents and execution of the required documents.

VII. Discussion.

- A. DNR wants form completed with permit process for property in the flood plain which must be approved by DNR prior to issuance of a permit by Committee. Motion by Vliek, second by Mackin, that Committee approves form to be completed for property in flood plain and sent to Town Plan Commission to qualify under FEMA. Motion approved unanimously.
- B. Special meeting discussions per the minutes. Commissioner Wagner requests that issues in Special meeting minutes be discussed at the next regular meeting.

VIII. Adjournment. Motion by Vliek, second by Coughlin, to adjourn. Motion approved unanimously. Meeting adjourned at 10:18 a.m.

A large, stylized handwritten signature in black ink, located at the bottom center of the page. The signature is cursive and appears to be the name of the Building Commissioner or a representative.