



# **Village of Biscayne Park**

## **Commission Agenda Report**

**Village Commission Meeting Date:** November 10, 2015

**Subject:** Welcome Packet for New Residents

**Prepared By:** Shelecia Bartley, Manager Parks & Recreation

**Sponsored By:** Staff

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### **Background**

At its September 29<sup>th</sup> meeting, the Recreation Advisory Board voted to create a Welcome Packet for new residents. The proposed Welcome Packet expands on the packet previously provided at Village Hall. The Board has worked with Village staff on this project.

The Board is seeking consensus from the Village Commission to finalize and distribute the proposed Welcome Packet.

### **Attachments**

- Welcome Packet draft

# Village of Biscayne Park



Welcome to the Village of Biscayne Park!

I hope that this booklet is helpful to you, as we strive to serve all our residents through **Transparency, Integrity & Professionalism!**

Founded in 1933, the Village of Biscayne Park retains its heritage through tree-lined medians, original homes and historic log cabin. Biscayne Park prides itself on its quality of life enjoyed by over 3,000 residents.

I am proud to be the Village Manager here. The Village employees work hard to provide the services that improve the quality of life of our residents.

I welcome your feedback, questions, thoughts or concerns; please feel free to contact me at Village Hall.

Warm Regards,  
Heidi Siegel, AICP



David Coviello  
Mayor



Robert Anderson  
Vice-Mayor



Fred Jonas  
Commissioner



Roxanna Ross  
Commissioner



Barbara Watts  
Commissioner

We are a small in size but large in the spirit of community and friendliness.

We would like you to know some things that will make living here a pleasure!

# Welcome to the Village of Biscayne Park!

This packet is being provided to assist you in the transition to your new home and new city.

In this packet you will find information on:

General Contacts  
Police Department  
Crime Watch  
Public Works Department  
Parks and Recreation Department  
Village Boards and Committees  
Code Compliance Department  
Building Department

Additional information can also be found on our website at [www.biscayneparkfl.gov](http://www.biscayneparkfl.gov)

While you are visiting our website, be sure to click on "E-Mail Updates" and enter your e-mail address to receive e-mails on important events and happenings, meetings, as well as information that would be of benefit to you.

Again, Welcome!



# Village of Biscayne Park Contact Information

[www.biscayneparkfl.gov](http://www.biscayneparkfl.gov)

Subscribe to our E-Mail Update List on our website!

## Commissioners

Mayor David Coviello	305 899 8000	dcoviello@biscayneparkfl.gov
Commissioner Robert "Bob" Anderson	305 899 8000	banderson@biscayneparkfl.gov
Commissioner Fred Jonas	305 899 8000	fjonas@biscayneparkfl.gov
Commissioner Roxanna Ross	305 899 8000	rross@biscayneparkfl.gov
Commissioner Barbara Watts	305 899 8000	bwatts@biscayneparkfl.gov

## Administrative E-Mail Contacts

Village Manger: Heidi Siegel	villagemanager@biscayneparkfl.gov
Village Clerk: Maria Camara	villageclerk@biscayneparkfl.gov
Police Chief: Cornelius "Rusty" Mckenna	policechief@biscayneparkfl.gov
Public Service Manager: Krishan Manners	kmanners@biscayneparkfl.gov
Building Permit Coordinator: Shanesa Mykoo	building@biscayneparkfl.gov
Code Compliance Officer: Reginald White	code@biscayneparkfl.gov

## Village Departments

Department	Phone	Fax	Address	
Village Hall	305 899 8000	305 891 7241	640 NE 114th Street (East Side Entry)	33161
Police Department	305 893 7490	305 981 4750	640 NE 114th Street (West Side Entry)	33161
Public Works	305 893 4346	305 893 4345	893 NE 109th Street	33161
Recreation	305 893 3711	305 891 7241	11400 NE 9th Court	33161

## Police Department Contact Information

<b>Crime, Medical, Fire or Other Emergency:</b>	<b>911</b>
Non-Emergency Dispatch (via Miami Dade County):	305 4-POLICE (305 476 5423)
Office (information only - NO dispatch):	305 891 4750
<b>CRIME WATCH OF BISCAYNE PARK Chairman Chuck Ross</b>	chairperson@biscayneparkcitizenscrimewatch.com

## Utilities Contact Information

Florida Power Light Customer Service	305-442-8770
North Miami Water	305-895-9880



## Village of Biscayne Park Police Department

Greetings from the Chief of Police:

Dear New Resident,

Welcome to the Village of Biscayne Park! We are happy to have you here and hope you enjoy the special charm and warmth of this Village and sense of family that your neighbors will give you! Please contact me at any time, that the Police Department can be of service to you. Remember, if something doesn't feel right or look right to you, it might not be, so please let us know. Your involvement in keeping watch over your community is what will make this a very safe place to live!

**My office number is 305-981-4015.** Remember to call 911 first if you need to see a police officer on any matter!

Check us out on face book at:

<https://www.facebook.com/Village-of-Biscayne-Park-Police-Department-791435810901306/>

Chief Rusty Mckenna

Mission Statement :

Policy

The mission of the Village of Biscayne Park Police Department is to provide and maintain a safe environment in which people can live, visit and work. Every member of the Department acknowledges his or her obligation to provide professional services by rendering aid to those in need, providing an environment free from fear, bring to justice those who violate the law and protecting all persons and property in accordance with legal and ethical standards.

- A. Visionó Provide professional police services to all
- B. Missionó To serve and protect all the citizens, while enforcing the law with impartiality, respect and compassion.
- C. Goaló Protect the lives and property of the people we serve, and to take all lawful and ethical actions to enhance the quality of life within the Village of Biscayne Park.

# Village of Biscayne Park Citizen Crime Watch



We have very little crime in our Village. We are in fact ranked the 2nd lowest crime rate in all of Miami-Dade County. This is mainly due to a excellent Police Department and an active neighborhood watch program.

If you would like further information or to learn how to become a member of the Crime Watch please contact Chairman Chuck Ross at [chairperson@biscayneparkcitizencrimewatch.com](mailto:chairperson@biscayneparkcitizencrimewatch.com)

### **Police Department Contact Information:**

Chief Rusty McKenna [policechief@biscayneparkfl.gov](mailto:policechief@biscayneparkfl.gov)  
Det. Hector Pineda [hpineda@biscayneparkfl.gov](mailto:hpineda@biscayneparkfl.gov)  
PD Village Office number· 305-893-7490

# Village of Biscayne Park Parks & Recreation Department



**The Recreation Department offers many programs, activities and events for you to enjoy!**

The Ed Burke Recreation Center, our central park, includes a large Tot-Lot, a playground area suited for children of elementary school age, two baseball/softball fields and a soccer field. Court facilities include basketball, volleyball and racquetball.

## **Recreation Center Hours:**

Monday through Saturday : 9:00am to 7:00pm

Sunday: 10:00am-7:00pm

## **Park Grounds:**

Daily – Sunrise to Sunset

The Recreation Center building contains rooms that are used for meetings, classes and special events.

The center and the grounds are available for rent for group gatherings such as birthday parties, dinners, meetings and athletic events. Facility and Ground rental permits and more information are available at the Recreation Center and on the Village's website at [www.biscayneparkfl.gov](http://www.biscayneparkfl.gov). Please call 305 893 3711 for availability and pricing.

On the website, be sure to click on the Activities and Events section under Recreation to find out more on all that the Recreation Center has to offer.

**See you "AT THE PARK" !**

*For more information on events and programs at the Ed Burke Recreation Center, contact us at 305 893 3711, or via e-mail at [recreation@biscayneparkfl.gov](mailto:recreation@biscayneparkfl.gov).*

*Facebook: <https://www.facebook.com/Village-of-Biscayne-ParkParks-Recreation-Department-179327945463486/>*

# Village of Biscayne Park Boards and Committees

The Village of Biscayne Park is privileged to have dedicated residents that participate in and provide the energy and dedication to the various committees and boards that are created to improve our community.

Please go to our website [biscayneparkfl.gov](http://biscayneparkfl.gov) and click on any of the committees or boards listed below to find out what they do, what their current projects are, and most importantly, learn how YOU can get involved or provide input.

Ecology Board  
Parks & Pathways  
Public Art  
Recreation Advisory  
Code Compliance  
Planning & Zoning

<b>Regular Meetings (Dates and times are subject of change-please check website calendar)</b>
<b>Commission Meetings</b> ó 1st Tuesday of each month at 7PM (broadcast daily at 7:00pm on Comcast Chn.77)
<b>Planning &amp; Zoning Board</b> - 1st and 3rd Monday of each month at 6:30PM
<b>Code Compliance Board</b> - 2nd Tuesday of each month at 7:00PM
<b>Code Review Board</b> - 1st and 3rd Wednesday of each month at 7:00PM
<b>Parks &amp; Parkway Advisory Board</b> - 3rd Wednesday of each month at 6:00PM
<b>Public Art Advisory Board</b> - 2nd Wednesday of each month at 6:00PM
<b>Recreation Advisory Board</b> ó 4th Thursday of each month at 7:00PM
<b>Ecology Board</b> ó 3rd Monday of each month at 6:30PM

If you are interested in serving on any of these boards, contact Village Clerk Maria Camara at [villageclerk@biscayneparkfl.gov](mailto:villageclerk@biscayneparkfl.gov); or call 305-899-8000.

We look forward to receiving your application to become a Village board member! Thank you!

# Village of Biscayne Park Public Works Department

Our Public Works Department prides itself on its service, professionalism and quality of work and is committed to the upkeep of all Village property, medians, parks and common areas.

<b>Garbage, Trash &amp; Recycling</b>
Tuesday. Garbage and Trash Pick Up
Friday. Garbage and Recycling Pick Up

The collection of garbage, trash and recycling is provided by **Waste Pro**.

Garbage is considered kitchen waste and is placed in your own container not exceeding 40 gallons. Garbage is placed out on the curb no earlier than 24 hours before collection day.

Trash is considered bulk and yard waste and is placed either in your own container not exceeding 40 gallons, or in a pile not exceeding 2 cubic yards (3qx 3qx 6q). Trash is placed out on the curb no earlier than 24 hours before collection day.

Recyclable materials are placed in a rolling cart provided by the Village. You may choose a 65 gallon cart or a 35 gallon cart. The lid of the cart provides examples of materials that can and cannot be recycled. Recycling is placed out on the curb in a specific manner that is explained on the lid, and no earlier than 24 hours before collection day.

If you need to make a service request regarding the collection of garbage, trash or recycling, you can:

- Visit our website at [www.biscayneparkfl.gov](http://www.biscayneparkfl.gov) and click on the link for TracEZ and submit your request online directly to Waste Pro or Call Waste Pro directly at 305-651-7011

Water Restrictions:

As you are aware, the South Florida Water Management District has placed Miami-Dade County (and several other counties) under water restrictions. To provide your constituents with up-to-date information on the current water restrictions, the District has created a web page at: [www.sfwmd.gov/consERVE](http://www.sfwmd.gov/consERVE).

<b>ODD</b> House Numbers	<b>EVEN</b> House Numbers
Wednesday & Saturday	Thursday & Sunday
12:00am to 10:00am and/or 4:00pm to 11:59pm	12:00am to 10:00am and/or 4:00pm to 11:59pm

# Village of Biscayne Park

## Code Compliance Department

The main objective of the Code Compliance Department is to maintain and increase the safety and quality of life that all Village of Biscayne Park residents are entitled to. If you have any questions or would like to make an appointment with or Code Compliance Officer, please call Village Hall at 305 899 8000, Monday through Friday, 9:00am to 5:00pm, or e-mail [code@biscayneparkfl.gov](mailto:code@biscayneparkfl.gov).

The following are the most violated codes:

### **YARD MAINTENANCE:**

- Grass that is in excess of 8" is in violation and will be cited.
- Hedges that are not properly maintained.
- All bare areas of yard must be sodded or landscaped.

### **PAVING / PARKING:**

- Driveways must be in good repair.
- All vehicles must be parked on the driveway and not on the lawn.

### **GARAGE SALES:**

- Garage sales are allowed for up to two consecutive days, and twice per calendar year.
- A permit is required for all garage sales PRIOR to the event. Please visit Village Hall to obtain the permit.
- Signs advertising garage sales are NOT ALLOWED on medians, stop signs, street signs, utility poles, trees, or any public property. It is ONLY ALLOWED on the property having the garage sale.

### **RENTAL PROPERTY:**

- It is the property owner's responsibility whether absentee or residing on the property to adhere and maintain all codes.
- A landlord permit is required annually. Please visit Village Hall to obtain the permit.

### **VEHICLES:**

- All vehicles must be registered, operable and display a current tag.
- Commercial vehicles are not allowed on the public right of way, except when loading or unloading.

### **GARBAGE / TRASH / YARD WASTE:**

- Garbage is considered kitchen waste and is picked up two times per week.
- Trash is other than kitchen waste (yard waste, cuttings, etc.). Up to two (2) cubic yards (3' x 3' x 6') will be picked up on time per week.
- Garbage and Trash is to be placed out for pick up no more than 24 hours prior to your scheduled pick up.
- Trash put out on the wrong day, or in excess of the two cubic yards will be charged a special pick up fee.

### **PAINT:**

- Paint or other water resistant treatment is required on the exterior of structures.
- A permit is required for all exterior painting, including roofs. Please visit Village Hall to obtain the permit.

### **OUTDOOR STORAGE:**

- Outdoor storage is prohibited. Any equipment, materials, household appliances, auto parts, building materials or furnishings cannot be stored outside.
- Portable Storage Units are allowed on a property for a maximum of 14 days. A permit is required for portable storage units. Please visit Village Hall to obtain a permit.

### **NOISE:**

- Excessive noise during regular business hours can be reported to the Code Compliance Department. After hours or on weekends, contact the Police Department.



## **BUILDING DEPARTMENT**

The purpose of the Village's Building Department is to safeguard the health, property and public welfare by overseeing and regulating construction and most home improvements. This is done through the permitting process.

This process carries with it certain responsibilities which include but are not limited to:

- Plan review
- Presentation of permit applications to the Village's Planning & Zoning Board
- Issuance of permits in a timely manner
- Scheduling of all applicable inspections
- Having a Building Official readily available for consultation and plan review

The Building Department is committed to continuing to provide professional, caring and personal customer service which includes telephone conferences and/or personal meetings with residents. Monthly updates relating to any changes in the permit process are provided to insure that our residents are treated with respect and provided with excellent customer service.

The Building Department also works closely with the Village's Code Compliance Department to provide current and relevant information regarding any code issues where our input will insure an efficient and agreeable outcome. Certificates of re-occupancy are also coordinated with the Code Compliance Department.

The Building Permit Coordinator and Building Official, as well as all of our inspectors involved in the day to day operation of the Building Department are and will continue to be committed to doing the best for the residents of the Village of Biscayne Park.

The next page provides you with some frequently asked questions (FAQs). But when in doubt, we urge you to contact us **BEFORE** you begin any home improvement project so that we may assist you.

Building Permit Coordinator  
(305) 899 8000  
Mon-Fri 9:00am to 5:00pm  
[building@biscayneparkfl.gov](mailto:building@biscayneparkfl.gov)

**Welcome to the Neighborhood!**



## BUILDING DEPARTMENT FREQUENTLY ASKED QUESTIONS

**Q. When do I need a permit?**

A. A permit is required for almost all work being done on your home, however there are a few exceptions such as interior painting.

**Q. Why do I need a permit?**

A. The permit process is in place to protect the homeowner by ensuring that the work was done correctly and to code. A record is kept in our property files, and if applicable, a copy is sent to the Property Appraiser's Office.

**Q. How do I go about beginning the process?**

A. Call or visit us at Village Hall and speak with the Building Manager for guidance and to fill out the appropriate forms. These forms can also be downloaded from the Village's website at [www.biscayneparkfl.gov](http://www.biscayneparkfl.gov). . Click on DOWNLOAD PERMIT FORMS from the navigation bar.

**Q. How much are permits?**

A. Some permits have a standard fee, for example paint permits and garage sale permits. Most are based on the cost of the project and the Building Official will price the permit based on a set fee schedule.

**Q. What can I do without a permit?**

A. Landscaping, interior painting or any repair under \$100.

**Q. How do I know if my contract is in good standing?**

A. The Building Permit Coordinator will ask for a current license and insurance form from the contractor upon the submittal of an application, and it will be verified with the State of Florida.

**Q. What happens to the permit when the job is completed?**

A. The permit is filed in our property files. All pertinent paperwork will go into this file including all inspections pertaining to the project. You may review your property file at Village Hall.

**Q. What kind of inspections do I need and why do I need them?**

A. Different jobs require different types of inspections. For example a fence permit will require three (3) inspections which are coordinated during the work. The Building Permit Coordinator and/or your contractor will walk you through all the required inspections.

**Q. Who can help me when I have an issue with the contractor, or if I don't like the way the job is going?**

A. The Building Official is always available to meet with and intervene on behalf of the resident. The Building Official also serves as a liaison for the resident should State intervention be required.

**Q. Are permits issued on the spot?**

A. No, most request for permits must go before the Village's Planning & Zoning Board for approval before they are issued. The Board meets on the first and third Monday of each month. To be placed on the agenda, the process is scheduled through the Building Manager. Once approved, permits usually take 48 hours to complete.