



# Village of Biscayne Park

## Commission Agenda Report

**Village Commission Meeting Date:** April 5, 2016

**Subject:** Acceptance of Board Minutes

**Prepared By:** Maria C. Camara, Village Clerk

**Sponsored By:** Staff

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### Background

The Board Minutes as listed below are being provided for the Commission's review and acceptance. If the minutes provided have not yet been approved by the Board, they are noted as DRAFT.

**Staff Recommendation:** Acceptance at Consent

### Attachments

- Parks & Parkway Advisory Board - December 9, 2015
- Parks & Parkway Advisory Board - January 20, 2016
- Parks & Parkway Advisory Board - February 16, 2016
- Parks & Parkway Advisory Board - March 16, 2016 DRAFT
- Recreation Advisory Board - February 24, 2016
- Recreation Advisory Board - March 23, 2016 DRAFT
- Planning & Zoning Board - March 7, 2016
- Planning & Zoning Board - March 21, 2016 DRAFT
- Code Compliance Board - March 14, 2016 DRAFT
- Public Art Advisory Board - March 8, 2016 DRAFT
- Code Review Board - March 2, 2016 DRAFT



## *The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161

Telephone: 305-899-8000 Facsimile: 305 891 7241

PARKS &  
PARKWAY  
ADVISORY BOARD

Dan Keys  
Chairman

Barbara Kuhl  
Kimberlee Misek  
Randy Wagoner

**MINUTES**  
**PARKS & PARKWAY ADVISORY BOARD**  
**NEW VILLAGE HALL**  
**640 NE 114<sup>th</sup> Street**  
**Wednesday, DECEMBER 9, 2015 at 7:00PM**

1. CALL TO ORDER AND ROLL CALL – Barbara Kuhl, Randy Wagoner and Dan Keys were present. Kimberlee Misek was absent. Residents, Gary Kuhl, Janey Anderson and Milton Hunter were present. Village Clerk, Maria Camara and Village Manager Heidi Siegel represented staff. Commissioners Barbara Watts and Roxanna Ross were present.
2. AGENDA ADDITIONS AND DELETIONS - None
3. PUBLIC COMMENT - As indicated below.
4. APPROVAL OF MINUTES – Minutes of November 24, 2015, were approved.
5. OLD BUSINESS
  - A. General median maintenance – No discussion this meeting
  - B. Tree removal and tree trimming issues – No discussion this meeting.
  - C. Athletic field turf maintenance – No discussion this meeting.
  - D. Highway Beautification Grant Proposal made for median of NE 6<sup>th</sup> Ave – The Village Manager advised that the bids had been received for the replacement plant material, and the costs were very high relative to the funding. Investigations into alternatives were ongoing.
  - E. Sixth th Ave. Bridge Grant - No discussion this meeting.
  - F. Discussion of progress on design/installation of secondary entrance signage related to Miami-Dade County grant funding. Landscape plans for the signage were presented and Board members and attending residents expressed that the number of tall plants behind the signs seemed excessive and over bearing and that there were concerns about the saw palmetto plants on either side of the signs as related to possible sight line visibility as the plants grew. There was also concern that the plants for in front of the signs would grow to tall. The Village Manager advised that she would request that a representative from Sovino and Miller attend the next meeting in order to discuss these items and any resulting adjustments to the plans.
  - G. Tree fertilization update - No discussion this meeting.



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- H. "Million Orchid" project - No discussion this meeting.
- I. Resolution of "Conflicting Tree Location" issues - No discussion this meeting.
- J. Restoration of 6<sup>th</sup> Ave irrigation – No discussion this meeting.
- K. Discussion of changes made to landscape in front of 113 St. entrance sign – No discussion this meeting.
- L. Discussion regarding proposal to repurpose athletic field and proposed Vita Course – The Board asked about the fund raising effort of the Biscayne Park Foundation for this project and wondered if there were any plans as to how to implement the proposal. The Board asked if there had been any discussions as to its location and possible interference with other uses at the Recreation Center, etc.? Had there been any studies done as to the need or significant desire by residents for such an improvement. The Board expressed some concerns regarding these issues and suggested that its members could provide valuable insight into the planning process and it requested full involvement in that process should the project move towards becoming a reality. It was generally suggested that there might be some presentation to several Boards regarding the proposal so that the Commission could consider additional input.

Reference was made to the master plan for the recreation center that was prepared several years ago and Board members mentioned that some trees had been installed without full consideration of the plan. Specifically, two Arbor Day plantings had been made which were contrary to that plan. The Board advised that in one case a smaller maturing tree had been chosen which would not canopy over certain intended areas and in another case, a species was planted in a location where it would later likely interfere with the Volleyball court. The Board offered its assistance with picking Arbor Day planting locations and tree species. The Village Manager agreed that the Parks and Parkways Board would be asked for its input.

### 6. NEW BUSINESS

- A. Discussion of landscaping around the log cabin and screening of the electric panel – Open discussion took place between members and the public regarding how to screen the electric panels and the air-conditioning units on the South side of the log cabin. Dan Keys proposed for discussion, the possibility of the installation of some sort of metal, wood or possibly plastic screen in addition to landscaping. The methods and possible location of the screen and the materials to be used were part of the general discussion. Dan suggested that a decorative screen could be tightly constructed around the electric boxes and that doors could provide necessary and safe access on their West side. He felt that this would consolidate the appearance of the boxes, which could then be further screened by less dense plant



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material. Additionally, he proposed that providing a low decorative screen around the air-conditioning units and the water supply apparatus could allow for a less cumbersome landscape. Member Barbara Kuhl and resident Gary Kuhl advised that they were not in favor of the screen idea as they felt that it would visually accentuate the presence of these mechanical elements. No resolution was forthcoming and the general idea was that this did not need to be decided at the December meeting. The Village Manager confirmed, as the Board had been previously advised, that the electrical boxes would be painted prior to the ribbon cutting.

Discussion shifted to how to prepare the building for the grand opening in January. Consensus was that landscaping could wait for a comprehensive design and the Village Manager suggested that the ground area around the cabin could be nicely mulched and it was subsequently agreed that Pine Bark mulch should be used for this with a different mulch being used for the building access paths. This work would be accomplished as part of the Martin Luther King day of service along with grading and cleanup activities.

- B. Discussion of landscaping and fencing at the Recreation Center basketball court - No discussion this meeting.
- 7. NEXT MEETING DATE – It was agreed that the next meeting would take place on Wednesday, January 20, 2015 at 7 PM at the new Village Hall.
- 8. ADJOURNMENT at 9:28 P.M.

Minutes of December 9, 2015, were approved on \_\_\_\_\_

By: \_\_\_\_\_  
Dan Keys, Chair



PARKS &  
PARKWAY  
ADVISORY BOARD

Dan Keys  
Chairman

Barbara Kuhl  
Kimberlee Misek  
Randy Wagoner

**MINUTES**  
**PARKS & PARKWAY ADVISORY BOARD**  
**NEW VILLAGE HALL**  
**640 NE 114 Street**  
**Wednesday, JANUARY 20, 2016 at 7:00PM**

1. CALL TO ORDER AND ROLL CALL – Barbara Kuhl, Randy Wagoner and Dan Keys were present. Kimberlee Misek was absent. Village Clerk, Maria Camara and Commissioner Roxanna Ross were present. A motion was made to not excuse Kimberlee Misek's absence. The motion passed unanimously.
2. AGENDA ADDITIONS AND DELETIONS - None
3. PUBLIC COMMENT - As indicated below.
4. APPROVAL OF MINUTES – None approved.
5. OLD BUSINESS
  - A. General median maintenance .– No discussion this meeting
  - B. Tree removal and tree trimming issues – No discussion this meeting.
  - C. Athletic field turf maintenance – No discussion this meeting.
  - D. Highway Beautification Grant Proposal made for median of NE 6<sup>th</sup> Ave – No discussion this meeting.
  - E. Sixth th Ave. Bridge Grant - No discussion this meeting.
  - F. Discussion of progress on design/installation of secondary entrance signage related to Miami-Dade County grant funding. Barry Miller from Sovino and Miller Design Studio, the consultant for the secondary entrance signs addressed the Board. He was asked what the intent of the taller plants behind the signs was. He advised that they were to screen the rear of the sign – primarily the silver, boxy attachment made to them. The Board indicated that it had previously discussed that they thought that these plants might block sight lines and that there seemed to be too many of them. Dan Keys advised Mr. Miller that it did not seem necessary to screen the back of the signs any longer due to the Village having recently painted over the silver portion of them. The Board had also had some concerns that low plants installed in front of them might block the signs. The planting of Saw Palmetto on the sides of the signs was of concern due to perceived sight line obstructions. Dan Keys made the suggestion that gray pea-gravel might be used in



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front of the signs as it was easy to maintain and it would present a low, clear sight line approach to the signs. Mr. Miller advised that possibly the signs could be raised or at least that the four future signs might be raised at least as far as to insure that their bases were level with the top of the curbing. Mr. Miller concurred that gray granite pea-gravel (not larger stones) would be the size of stone to use and that this material would be complementary in color to the Corten steel of the signs. After further discussion of plant material options, it was agreed to plant one Saw palmetto palm behind the sign sufficiently far away that it would not grow close enough to touch the sign to a great extent. Further, it was agreed to seek out samples of the gray stone to test on site, as there was general agreement that a pea-gravel of some color should be placed in front of and around the rear of the signs. It was agreed that various low and medium height plants would be planted on either side of the signs with the specific plants not yet being determined. Barbara Kuhl expressed a dislike of an asymmetric planting of tall plants behind the sign. The Board did not preclude the planting of taller plants behind the sign but agreed to proceed in a stepwise manner in recommending specific plants for the sides of the sign and then reevaluate the aesthetics at that point. The possibility of buying a small assortment of different appropriately sized plants for testing onsite was agreed upon as one course of action, subject to discussion with staff.

- G. Tree fertilization update - No discussion this meeting.
- H. "Million Orchid" project - No discussion this meeting.
- I. Resolution of "Conflicting Tree Location" issues - No discussion this meeting.
- J. Restoration of 6<sup>th</sup> Ave irrigation – No discussion this meeting.
- K. Discussion of changes made to landscape in front of 113 St. entrance sign – In the course of the discussion with Mr. Miller outlined in item F above, Mr. Miller asked how the multi tiered planting in front of the main Village sign at 113 Street had come about, as it was not what was intended by his earlier design of that planting. It was explained that the previous administration had undertaken the planting, possibly to minimize the expense of changing out seasonal flowers for that location. Mr. Miller advised that the intent for the front of the sign was to insure that the sign itself, including the metal and stonework, would be the design focal point and that these elements would be fully visible. He advised that at this point in time, the lower part of the stonework and metalwork was obscured. He further advised that the very formal clipped hedge was not complementary to the more informal planting



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behind and on each side of the sign. Originally, the area in front of the sign was simply planted with lawn-grass. Mr. Miller left open the possibility of one level of low hedge, but that this was not necessarily advisable. Mr. Keys questioned the need for any hedge as this required unnecessarily costly maintenance, as did the current planting. No specific recommendation was made as the Village Manager had not yet had the benefit of hearing the discussion mentioned above. The item would be brought forward at the next meeting for further discussion.

- L. Discussion regarding proposal to repurpose athletic field and proposed Vita Course – No discussion this meeting.
  
- M. Discussion of landscaping around the log cabin and screening of the electric panel – The Board again discussed this issue, noting that the electrical boxes had been painted and that this had improved their appearance. Two general thought processes were put forward to screen the electric boxes. The first being, as described by Barbara Kuhl; loosely screening the boxes with small trees under-planted with low shrubs, with the foliage of the small trees meeting the shrubs so that there was no open visibility under the tree foliage. Barbara Kuhl suggested Bahama Strongbark, Jamaica Caper, Texas sage and ligustrum as possible plants for this purpose. Mr. Keys advised that he didn't quite understand how obscure the planting would be, but that if a solid screening was intended, that would be too imposing. He advised that he was not against a similar planting where there was a separation between upper tree planting and the lower shrub material, which was not intended to totally obscure the electric boxes and which was not too dense. At this point he proposed the possibility of a decorative screening material to be tightly adhered to the electrical boxes on the back side (east) and made such that there were two closely installed decorative screen access doors on the front side (west) that could be opened for access to each electric panel. This would seem to provide the necessary access and safety clearances while consolidating (smoothing out) the appearance of the electric panels. In lieu of the screening, he would also be ok with just allowing the as is electric panel installation to be visible through open canopy screening plants, such that a dense mass of foliage was not obstructive of the building. The idea of having building signage affixed to this same type of enclosure, thus giving a secondary purpose for a structure in that location, was also forwarded by Mr. Keys. Some members thought that this was not the best location for a sign given the vehicular circulation to the site. It was suggested by Mr. Keys that although this was true as to vehicles, it was not true as to visibility from the administration building and in any event we were trying, with this suggestion, to solve the issue of an unattractive electric panel. No



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recommendation was forthcoming as further investigation of specific plant material and decorative screening was necessary and would be carried out by members before the next meeting. Screening of the air-conditioning units and the various water control apparatuses again focused on the possibility of a hard decorative screen in conjunction with a plant material, with Mr. Keys suggesting that this could be less intrusive than just having a dense hedge as the screening material. Again, additional investigation needed to be made before a recommendation could be made. Members did indicate that a solid hedge would sufficiently obscure the mechanical equipment at least from views from the road face of the units.

- N. Discussion of landscaping and fencing at the Recreation Center basketball court. The opinion was expressed that the newly installed bike racks and benches seemed to be placed too close to the courts such that players might unintentionally encounter them during active play. The merits of fence removal as a tool for calming down the activity on the courts was debated against the issue of errant balls and players encountering other park users. Apparently the results have been positive if at least not negative. Mr. Keys suggested that if landscaping was desired, that the Park Master Plan proposal for a palm and hedge planting along 9<sup>th</sup> avenue would be his suggestion. Generally, though, it was the consensus that other landscape projects such as for the Village signage be completed before moving forward with this proposal.

6. NEW BUSINESS - None
7. NEXT MEETING DATE – Tentatively, February 17th at 7 PM at the new Village Hall.
8. ADJOURNMENT at 9:28 P.M.

Minutes of January 20, 2016 were approved on \_\_\_\_\_

By: \_\_\_\_\_  
Dan Keys, Chair



PARKS &  
PARKWAY  
ADVISORY BOARD

Dan Keys  
Chairman

Barbara Kuhl  
Kimberlee Misek  
Randy Wagoner

**MINUTES  
PARKS & PARKWAY ADVISORY BOARD**

**NEW VILLAGE HALL**

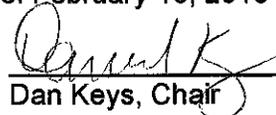
**640 NE 114 Street**

**Tuesday, FEBRUARY 16, 2016 at 7:00PM**

1. CALL TO ORDER AND ROLL CALL – Barbara Kuhl, Randy Wagoner and Dan Keys were present. Kimberlee Misek was absent. Village Clerk, Maria Camera and Commissioner Roxanna Ross were present. A motion was made to not excuse Kimberlee Misek's absence. The motion passed unanimously.
2. AGENDA ADDITIONS AND DELETIONS - None
3. PUBLIC COMMENT - As indicated below.
4. APPROVAL OF MINUTES – The Board reaffirmed the approval of the minutes of April 8, 2015 and August 19, 2015, which occurred at the September 16, 2015 meeting. The Board further approved the minutes of October 21, 2015, December 9, 2015 and January 20, 2016. Consensus of the Board was to confine future minutes to a more action related format.
5. OLD BUSINESS
  - A. "Million Orchid" project – Board decided to remove this from further discussion.
  - B. Discussion of landscaping around the log cabin and screening of the electric panel – The Board again discussed this issue and decided to wait for new members before making a recommendation.
6. NEW BUSINESS – None
7. NEXT MEETING DATE – March 16th at 7 PM at 640 NE 114 Street, new Village Hall.
8. ADJOURNMENT at 8:40 P.M.

Minutes of February 16, 2016 were approved on March 16, 2016

By:

  
\_\_\_\_\_  
Dan Keys, Chair



PARKS &  
PARKWAY  
ADVISORY BOARD

Dan Keys  
Chairman

Barbara Kuhl  
Vice-Chair

Tom Ferstle  
Secretary

Randy Wagoner

Mac Kennedy

**MINUTES  
PARKS & PARKWAY ADVISORY BOARD  
NEW VILLAGE HALL  
640 NE 114 Street  
Wednesday, March 16, 2016 at 7:00PM**

1. CALL TO ORDER AND ROLL CALL – Dan Keys, Barbara Kuhl, Randy Wagoner, Mac Kennedy, and Tom Ferstle were present. Also present were Commissioners Roxanna Ross and Barbara Watts, Village Manager Heidi Siegel and Village Clerk Maria Camara and Parks and Recreation Manager Shelecia Bartley.
2. AGENDA ADDITIONS AND DELETIONS -  
Welcomes and Introductions of new members Tom Ferstle and Mac Kennedy.  
Dan Keys was elected to be Chair unanimously by the Board.  
Barbara Kuhl was elected to be Vice-Chair unanimously by the Board.  
Tom Ferstle was elected to be Secretary unanimously by the Board.
3. PUBLIC COMMENT - As indicated below.
4. APPROVAL OF MINUTES – The Board unanimously approved of the minutes of February 16th, 2016.
5. OLD BUSINESS
  - A. General median maintenance- Discussion moved to next meeting.
  - B. Tree removal and tree trimming issues - Discussion moved to next meeting.
  - C. Athletic field turf maintenance – progress – pre emergent herbicide- Discussion moved to next meeting.
  - D. Highway Beautification Grant Proposal made for median of NE 6<sup>th</sup> Ave – progress towards completion- Discussion moved to next meeting.
  - E. Sixth Ave. Bridge Grant - Discussion of project progress – final planting of native plants in stock. Replanting of damaged plants. Irrigation.- Discussion moved to next meeting.
  - F. Discussion of progress on design/installation of secondary entrance signage related to Miami-Dade County grant funding. There was an



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extensive discussion on this subject. See Motions Passed under New Business below.

- G. Resolution of "Conflicting Tree Location" issues.- Discussion moved to next meeting.
- H. Restoration of 6<sup>th</sup> Ave irrigation – progress. Discussion moved to next meeting.
- I. Discussion of changes made to landscape in front of 113 St. entrance sign. Discussion moved to next meeting.
- J. Discussion regarding proposed Vita Course. Discussion moved to next meeting.
- K. Discussion of landscaping around the log cabin and screening of the electric panel. There was an extensive discussion on this subject. See Motions made in regards below under New Business.

### 5. NEW BUSINESS –

A. Motion was made by Barbara Kuhl and seconded by Randy Wagoner to ask the Commissioners to request a review from the lighting contractor responsible for the solar powered lighting design at the new signage locations. The Board reviewed the design plans and noted that the height of the power poles was not described in original proposal and the Board was disappointed that a low profile option for the power required to light the signs was not installed in lieu of the utilitarian and industrial style of the current power poles. The motion was passed unanimously.

B. Motion was made by Tom Ferstle and seconded by Randy Wagoner for landscaping for around the signage -board recommended that two dwarf fakahatchee grass for each site with a v-shaped gravel in front to the street. The motion passed unanimously.

C. Motion was made by Barbara Kuhl and seconded by Tom Ferstle to recommend the Village purchase the following trees in order to use for Arbor Day planting-the planting is intended to add landscaping to the log cabin and offer some concealment of the utility rack on the south side of the log cabin. Motion passed unanimously.

- 1 Fiddle wood
- 2 Simpsons stoppers
- 2 redberry stoppers
- 1 Spanish stoppers
- 1-Jamaican caper
- 1-Bahamas little strong bark

6. NEXT MEETING DATE – April 20th at 7 PM at 640 NE 114 Street, new Village Hall.

7. ADJOURNMENT at 9:23 P.M.



*The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161  
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Minutes approved on.....

By: \_\_\_\_\_  
Dan Keys, Chair



**MINUTES**  
**RECREATION ADVISORY BOARD**  
Village Hall 640 NE 114 Street  
Wednesday February 24, 2016 at 7:00PM

RECREATION  
ADVISORY BOARD

Dan Samaria  
Chairman

Elizabeth Goldman  
Rosemary Wais  
Bridgita Pallango

1. **CALL TO ORDER-** Meeting was called to order at 7:09pm on February 24, 2016
2. **ROLL CALL- Present** – Dan Samaria, Elizabeth Goldman and Rosemary Wais.  
Absent-Bridgita Pallango. Present from Staff: Shelecia Bartley, Park & Recreation Manager. Ms.Pallango’s absence was counted as unexcused because no contact was made with the Village Clerk. Motion to count absence as unexcused was made by Rosemary Wais. Seconded by Elizabeth Goldman. All in Favor 3-0.
3. **ADDITIONS, DELETIONS OR WITHDRAWALS TO ORDER OF BUSINESS**  
None
4. **APPROVAL OF MINUTES-** Approval of the Minutes from January 26, 2016. Motion made to approve by Rosemary Wais. Seconded by Elizabeth Goldman. All in favor 3-0.
5. **OLD BUSINESS**
  - 5a. Update on Resident Picnic –Board discussed how they are going to present the idea of the picnic to the Commissioners. The board completed the special events permit and discussed the talking points that they are going to share during public comments.
6. **NEW BUSINESS**
  - 6a. Relay for Life- Park Manager Bartley explained to the board what is going to take place during the Relay for Life. Also board was asked to help volunteer during the Relay for Life event.
  - 6B. Egg Hunt- Rosemary Wais shared her findings with the board about the candy that would be used for the candy counting contest. The board discussed the type of candy that would be used and the information that would be included on the flyer. the board also discussed the rules for participating in the contest. A motion was made by Rosemary Wais to have a table and to host the candy counting contest. seconded by Dan Samaria. All in Favor 3-0.



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**7. PUBLIC COMMENT-** Dan Samaria- Updated the board about his and Rosemary's Visit to pay their respects to the Vilazan Family on behalf of the Recreation Advisory Board.

**8. FUTURE CALENDAR OF EVENTS**

Recreation Advisory Board discussed a decision to change the date of the March 22<sup>nd</sup> 2016 meeting. A motion was made by Dan Samaria to change the date to Wednesday March 23, 2016. Seconded by Elizabeth Goldman. All in Favor 3-0.

Recreation Manager Bartley discussed partnering with Recreation Advisory Board to hold a community karaoke or community teen game night in the park with the large movie screens.

**9. ANNOUNCEMENTS / SCHEDULE OF NEXT MEETING** – The next meeting of the Recreation Advisory Board is **Wednesday March 22, 2016**, at 7:00PM.

**10. ADJOURNMENT-** Meeting was adjourned at 7:45 pm. Motion was made by Rosemary Wais. Seconded by Dan Samaria All in Favor 3-0.

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Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
Dan Samaria, Chairman



RECREATION  
ADVISORY BOARD

Dan Samaria  
Chair

Elizabeth Goldman  
Vice Chair

Bridgita Pallango  
Rosemary Wais

**MINUTES**  
**RECREATION ADVISORY BOARD**  
**Village Hall – 640 NE 114<sup>th</sup> Street, Biscayne Park, FL**  
**Wednesday, March 23, 2016 at 7:00PM**

1. **CALL TO ORDER**-Meeting Called to order at 7:00pm
2. **ROLL CALL**-Present Dan Samaria, Rosemary Wais, Bridgita Pallango Absent-Elizabeth Goldman
3. **ADDITIONS, DELETIONS OR WITHDRAWALS TO ORDER OF BUSINESS**  
Deletion- 6a.
4. **APPROVAL OF MINUTES**  
Motion to approve the February 24<sup>th</sup> 2016 meeting made by Rosemary Wais,  
Seconded by Bridgita Pallango. All in Favor 3-0.
5. **NEW BUSINESS**  
Motion to select Dan Samaria as Chairman of the Recreation Advisory Board made by  
Rosemary Wais. Seconded by Bridgita Pallango. All in Favor 3-0. Motion to select  
Elizabeth Goldman as Vice Chairman made by Rosemary Wais. Seconded by Bridgita  
Pallango. All in Favor 3-0.
6. **OLD BUSINESS**  
6a. Manager Bartley read and explained to the Board about Resolution 2016-06.  
Explained to the board that if there is not a quorum for meeting. Members can  
elect to have a workshop and discuss the agenda but not vote on any items and  
minutes must be taken.  
  
6b. Rosemary Wais recapped the raffle as well as the candy counting contest.  
Rosemary also presented receipts for reimbursement for supplies and materials for  
the Egg Hunt. Chairman Samaria will present the receipts to the Biscayne Park  
Foundation for Rosemary to be reimbursed.
7. **PUBLIC COMMENT**- None
8. **FUTURE CALENDAR OF EVENTS**  
8a. Chairman Samaria discusses with board about bringing ideas for events to be  
hosted by the board.
9. **ANNOUNCEMENTS / SCHEDULE OF NEXT MEETING** – The next meeting of the  
Recreation Advisory Board is Tuesday April 26, 2016 at 7pm. Special Workshop to  
discuss pot luck picnic on March 28<sup>th</sup> 2016 at 7pm. Motion made by Dan Samaria.  
Seconded by Rosemary Wais. All in Favor 3-0.



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9. **ADJOURNMENT-** Meeting was adjourned at 7:20pm.

Minutes approved on: \_\_\_\_\_



## MINUTES

### PLANNING & ZONING BOARD MEETING

Log Cabin

640 NE 114 St – Biscayne Park, FL

Monday, March 7<sup>th</sup>, 2016 at 6:30pm

#### PLANNING & ZONING BOARD

Gage Hartung  
Chairman

Andrew Olis  
Vice Chairman

Elizabeth Hornbuckle  
Doug Tannehill

Alternates  
Mario Rumiano

#### 1. CALL TO ORDER

This meeting was called to order at 6:30 P.M.

#### 2. ROLL CALL

Gage Hartung – Chair – present

Andrew Olis – Vice chair – present

Elizabeth Hornbuckle – Board Member – present

Doug Tannehill – Board Member – absent- Motion to excuse by A. Olis,  
Seconded by E. Hornbuckle. Approved 4-0

Mario Rumiano – Alternate – present

Irwin Peterson, Sal Annesse– staff attendance – present

#### 3. OLD BUSINESS, DELETIONS OR DISCUSSIONS TO ORDER OF BUSINESS

- a. Staff to continue to scan support documents to Board members for review and provide at least two hard copies of each file at meetings.
- b. Plans requested dry run review will first be submitted to Planning & Zoning Board for approval if applicable.

#### 4. APPROVAL OF MINUTES

February 16<sup>th</sup>, 2016

Motion by A. Olis, Seconded by E. Hornbuckle. Approved 4-0

#### 5. PAINT PERMITS

- a. Derby – 728 NE 117 St

Motion by A. Olis, seconded by E. Hornbuckle. Approved 4-0

#### 6. BUILDING PERMITS

- a. Cooke – 12015 NE 7 Ave- Pool Installation

Motion by A. Olis seconded by M. Rumiano. Approved 4-0

- b. Nacriflo – 10920 NE 10 Ave- Duplex conversion to single family dwelling

Motion by A. Olis, seconded by E. Hornbuckle. Approved 4-0



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- c. Silvergate Management – 451 NE 119 St- Addition  
Motion by M. Rumiano, seconded E. Hornbuckle. Approved 3-0. A. Olis  
recused from voting.
- d. Marrero/Espinoza- 1007 NE 117 St- After the fact – Exterior Wall  
Motion by A. Olis, seconded by E. Hornbuckle. Approved 4-0
- d.a. Marrero/Espinoza- 1107 NE 117 St- After the fact- Wood Deck  
Motion by E. Hornbuckle, seconded by A. Olis- Approved 4-0
- e. Minardi – 685 NE 119 St – Fence- Tabled for more information
- f. Diaz- 11335 NE 8 Ct- Driveway  
Motion by M. Rumiano, seconded by A. Olis. Approved 4-0
- g. Mace- 1108 NE 119 St- Gate  
Motion by E. Hornbuckle, seconded by A. Olis. Approved 4-0
- g.a. Mace- 1108 NE 119 St- Driveway  
Motion by E. Hornbuckle, seconded by A. Olis. Approved 4-0
- h. Mallette – 631 NE 119 St- Window Replacement  
Motion by A. Olis, seconded by M. Rumiano. Approved 4-0
- i. Kvelto – 11400 NE 9 Ave- Window Replacement  
Motion by A. Olis, seconded by E. Hornbuckle. Approved 4-0
- j. Tudor- 725 NE 113 St- Window Replacement  
Motion by A. Olis, seconded by M. Rumiano. Approved 3-1  
Opposed by E. Hornbuckle.
- k. Narboni- 764 NE 111 St- Roof Replacement  
Motion by A. Olis, seconded by E. Hornbuckle. Approved 3-1  
Opposed by G. Hartung
- l. 938 Biscayne Investment- 950 NE 113 St- Replace doors  
Motion by A. Olis, seconded by E. Hornbuckle. Approved 4-0
- m. Petrus – 10821 NE 10 Ave- Window Replacement  
Motion by A. Olis, seconded by E. Hornbuckle. Approved 4-0
- n. Sarno- 601 NE 116 St- Window Replacement  
Motion by E. Hornbuckle, seconded by A. Olis. Approved 4-0
- n.a. Sarno- 601 NE 116 St- Roof Replacement  
Motion by A. Olis, seconded by M. Rumiano. Approved 4-0
- o. Idress – 610 NE 121 St- Roof Replacement  
Motion by M. Rumiano, seconded by E. Hornbuckle. Approved 4-0



## *The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161

Telephone: 305-899-8000 Facsimile: 305 891 7241

- p. Goehl- 925 NE 115 St- Install Patio  
Motion by E. Hornbuckle, seconded by A. Olis. Approved 4-0
- q. Rumiano- 560 NE 118 St  
Motion by E. Hornbuckle, seconded by A. Olis. Approved 3-0. R. Muriano  
recused from voting.
  
- r. Kuplin Investment- 842 NE 121 St – Garage Door  
Motion by M. Rumiano, seconded by E. Hornbuckle. Approved 4-0
  
- r.a. Kuplin Investment- 842 NE 121 St – Duplex Conversion  
Motion by A.Olis, seconded by E. Hornbuckle. Approved 4-0

The next meeting of the Planning & Zoning Board are Monday , March 21<sup>st</sup> , 2016 and  
Monday, April 4<sup>th</sup>, 2016.

### **8. ADJOURNMENT**

This meeting was adjourned at 7:40 p.m.

Minutes approved on: \_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
Gage Hartung, Chair Planning & Zoning Board



## *The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161

Telephone: 305-899-8000 Facsimile: 305 891 7241

### **MINUTES**

#### **PLANNING & ZONING BOARD MEETING**

**Log Cabin**

**640 NE 114 St – Biscayne Park, FL**

**Monday, March 21st , 2016 at 6:30pm**

#### **PLANNING & ZONING BOARD**

**Gage Hartung  
Chairman**

**Andrew Olis  
Vice Chairman**

**Elizabeth Hornbuckle  
Doug Tannehill**

**Alternates  
Mario Rumiano**

#### **1. CALL TO ORDER**

This meeting was called to order at 6:30 P.M.

#### **2. ROLL CALL**

Gage Hartung – Chair – absent- Motion to excuse by M. Rumiano, seconded by D. Tannehill. Approved 4-0

Andrew Olis – Vice chair – present

Elizabeth Hornbuckle – Board Member – present (joined meeting at 6:33 p.m.)

Doug Tannehill – Board Member – present

Mario Rumiano – Alternate – present

Irwina Peterson, Sal Annese– staff attendance – present

#### **3. OLD BUSINESS, DELETIONS OR DISCUSSIONS TO ORDER OF BUSINESS**

a. Minardi – 685 NE 119 St- Fence

Tabled for more information. Motion by D. Tannehill, seconded by M. Rumiano.

Approved 4-0

#### **4. APPROVAL OF MINUTES**

March 7<sup>th</sup>, 2016.

Motion by E. Hornbuckle, seconded by M. Rumiano. Approved 4-0

#### **5. PAINT PERMITS**

a. Lazaro Petite & Liliana Rosa – 12035 NE 11 Ct

Motion by D. Tannehill, seconded by M. Rumiano. Approved 4-0

#### **6. BUILDING PERMITS**

a. Jonas – 918 NE 119 St- Window Replacement

Motion by E. Hornbuckle, seconded by D. Tannehill. Approved 4-0

b. Wellert-1016 NE 113 St- Fence

Motion by D. Tannehill, seconded by E. Hornbuckle. Approved 4-0

c. Mace- 1108 NE 119 St- Roof Replacement

Motion by e. Hornbuckle, seconded by D. Tannehill. Approved 4-0



## *The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161

Telephone: 305-899-8000 Facsimile: 305 891 7241

- c.1.Mace- 1108 NE 119 St- After the Fact- Exterior Wall.  
Motion by D. Tannehill, seconded by M. Ruminano. Approved 4-0
  
- d. Natfield Properties LLC – 862 NE 119 St- Driveway  
Motion by D. Tannehill, seconded by M. Rumiano. A. Olis  
recused from voting. Approved 3-0
- d.1.Natfield Properties LLC- 862 NE 119 St- Fence  
Motion by D. Tannehill, seconded by M. Rumiano. A. Olis  
recused from voting. Approved 3-0
- d.2.Natfield Properties LLC- 862 NE 119 St- Decks  
Motion by D. Tannehill, seconded by M. Rumiano. A. Olis  
recused from voting. Approved 3-0
  
- e. Alvarez – 1008 NE 117 St- Driveway  
Motion by E. Hornbuckle, seconded by D. Tannehill. Approved 4-0
  
- f. Addarie- 775 NE 115 St- Driveway  
Motion by E. Hornbucke, seconded by D. Tannehill. Approved 4-0
  
- g. Carter- 12005 NE 8 Ave- Driveway  
Motion by E. Hornbucke, seconded by D. Tannehill. Approved 4-0
  
- h. Metayer – 1211 NE 120 Terr- Shed  
Motion by D. Tannehill, seconded by E. Hornbuckle. Approved 4-0
  
- i. Petrus- 10821 NE 10 Ave- Garage Conversion  
Motion by D. Tannehill, seconded by M. Rumiano. Approved 4-0
- i.1. Petrus- 10821 NE 10 Ave- Window and Door Replacement  
Motion by D. Tannehill, seconded by M. Rumiano- Approved 4-0
  
- j. Eaton- 11535 NE 8 Ave- Accessory Bldg- Walk on  
Motion by D. Tannehill, seconded by M. Rumiano. Approved 4-0

The next meetings of the Planning & Zoning Board are Monday, April 4th, 2016  
and Monday, April 18th, 2016.

### 6. ADJOURNMENT

This meeting was adjourned at 7:30 p.m.

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Minutes approved on \_\_\_\_\_.

By: \_\_\_\_\_  
Gage Hartung, Chair



CODE  
COMPLIANCE  
BOARD

Gary Kuhl  
Chairman

Harvey Bilt  
Dale Blanton  
Linda Dillon  
Jenny Johnson-  
Sardella

Alternate  
Laura Graves

**MINUTES**  
**CODE COMPLIANCE BOARD**  
**Log Cabin 640 NE 114 St, Biscayne Park, FL**  
**Monday, March 14<sup>th</sup>, 2016 at 7:00pm**

**1. CALL TO ORDER**

The meeting was called to order at 7:00 P.M.

**2. ROLL CALL**

Gary Kuhl – Chair – Present  
Dale Blanton – Vice Chair – Present  
Harvey Bilt – Present  
Linda Dillon – Present  
Jenny Johnson-Sardella – Present  
Laura Graves - Absent

**3. ADDITIONS, DELETIONS OR WITHDRAWALS TO ORDER OF BUSINESS**

Village Manager to discuss proposed adoption of chart of fines and short discussion at end of meeting only.

**4. APPROVAL OF MINUTES**

a. February 08, 2016  
-Motion by Harvy Bilt, Seconded by Dale Blanton. Motion passed 4-0

**5. NEW BUSINESS**

- a. Mercedes Diaz – 723 NE 112 St - Front Overgrown grass, weeds and shrubberies: Case # 16-0183  
Motion by Dale Blanton, Seconded Jenny Johnson-Sardella. Motion passed 4-0.  
In compliance and case closed.
- b. Mercedes Diaz – 723 NE 112 St- Mulch not properly organized in the front yard: Case # 16-0182  
Motion by Dale Blanton, Seconded by Jenny Johnson-Sardella. Motion passed 4-0.  
In compliance and case closed.



## *The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161

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- c. Felipe Alberto Villar TRS -1245 NE 119 St- Recycling and garbage containers not properly stored: Case # 16-0181.

Motion by Harvey Bilt, Seconded by Jenny Johnson-Sardella. Motion passed 4-0.

In compliance and case closed.

- d. Kenyon Rump- 11804 NE 11<sup>th</sup> Ave- Tree branches and yard debris on the property: Case # 16-0037.

Motion Dale Blanton, Seconded by Harvey Bilt. Motion passed 4-0

Resident given until 3-19-16 for compliance. If resident not in compliance, there will be \$25 fine and \$5 daily fine.

- e. Kenyon Rump- 11804 NE 11<sup>th</sup> Ave- Overgrown grass, weeds and shrubberies: Case # 16-0038.

Motion by Jenny Johnson-Sardella, Seconded by Dale Blanton. Motion passed 4-0

Resident given until 3-19-16 for compliance. If resident not in compliance, there will be \$25 fine and \$5 daily fine.

- f. Patrick J. Simmons- 10733 NE 9<sup>th</sup> Ave- Garage and trash on the property: Case # 16-0124.

Motion by Dale Blanton, Seconded by Jenny Johnson-Sardella. Motion passed 4-0.

In compliance and case closed.

- g. Jose Ramirez JR- 720 NE 117<sup>th</sup> St- Decayed and falling tree on the property: Case #16-0036.

Motion by Dale Blanton, Seconded by Linda Dillon. Motion passed 4-0

Resident given until 3-19-16 for compliance. If resident not in compliance, there will be a \$ 25 fine and \$ 5 daily fine.

- h. Eguido Gonzalez- 11335 NE 11<sup>th</sup> Pl- Discarded material stored on the property: Case #16-0185.

Motion by Jenny Johnson-Sardella, Seconded by Dale Blanton. Motion passed 4-0.

Resident given until 3-19-16 for compliance. If resident not in compliance, there will \$50 fine and \$10 daily fine.

- i. Eguido Gonzalez- 11335 NE 11<sup>th</sup> Pl- Non approved screen covering the fence: Case #16-0186.

Motion by Dale Blanton, Seconded by Jenny Johnson-Sardella. Motion passed 4-0.

In Compliance and case closed.



- j. Carol Dickson- 1060 NE 119<sup>th</sup> St- Discolored, chipping and dirty exterior surfaces of the house: Case #16-0184.  
Motion by Jenny Johnson-Sardella, Seconded by Harvy Bilt. Motion passed 4-0.  
Resident given until 5-1-16 for compliance. If resident not in compliance, there will be \$25 fine and \$5 daily fine.
  
- k. Magda T. Vergara – 12075 NE 10<sup>th</sup> Ave- Dirty and discolored exterior surfaces of the house: Case # 16-0188.  
Motion by Dale Blanton, Seconded by Linda Dillon. Motion passed 4-0.  
Resident given 14 days for compliance in which time paint permit shall be applied and obtained. If resident not in compliance, there will be \$50 fine and \$10 daily fine.
  
- l. Desiree Gumbs- 861 NE 119<sup>th</sup> St- Interior work done without a permit: Case # 16-0187.  
Motion by Dale Blanton, Seconded by Jenny Johnson-Sardella. Motion passed 4-0.  
In Compliance and case closed.

**6. OLD BUSINESS**

- a. Timothy R. Peluchette- 11106 NE 9<sup>th</sup> Ct- Roof not in good repair: Case # 16-0066
  - Motion by Dale Blanton, Seconded by Jenny Johnson-Sardella. Motion passed 3-1
  - Resident given 11 days to apply and obtain permit application. If resident not in Compliance, there will be \$50 fine and \$10 daily fine.

**7. FINE REDUCTION**

**None**

**8. Added Discussion**

Village Manager proposed to Board to consider working together on an Amendment to adopt the chart of fines guidelines. Agreed to bring to next meeting tentative proposal with schedules, fees, etc.

**9. Announcements/SCHEDULE OF NEXT HEARING**

The next meeting of the code compliance Board is Monday, April 11<sup>th</sup>, 2016.



## *The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161  
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### **10. ADJOURNMENT**

The meeting was adjourned at 7:49pm.

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Minutes approved on \_\_\_\_\_

\_\_\_\_\_  
Gary Kuhl, Chair



PUBLIC ART  
ADVISORY BOARD

Amy Raymond  
Chair

Karen Marinoni  
Larry Newberry  
Melanie Oliva  
Susan Weiss

**MINUTES**  
**PUBLIC ART ADVISORY BOARD**  
**Village Hall – 640 NE 114<sup>th</sup> St., Biscayne Park, FL**  
**Tuesday, March 8, 2016 at 6:00PM**

1. CALL TO ORDER AND ROLL CALL – The meeting was called to order at 6:04pm. Present were board members Amy Raymond, Karen Marinoni, Larry Newberry, Melanie Oliva, and Sarah Court. Susan Weiss was absent. Motion by Larry Newberry and second by Karen Marinoni to mark the absence as excused. All in favor. Motion carries 5-0.
  - a. New member Sarah Court introduced herself to the rest of the board.
  - b. Consensus to select Amy Raymond as the Chair.
2. AGENDA ADDITIONS AND DELETIONS – None
3. PUBLIC COMMENT (PERMITTED FOR EACH AGENDA ITEM) - None
4. APPROVAL OF MINUTES – Karen Marinoni makes a motion to approve the minutes of February 10, 2016, and it was seconded by Larry Marinoni. All in favor. Motion carries 5-0.
5. OLD BUSINESS –
  - a. Status of Pet Silhouettes for waste station locations: Larry Newberry and Amy Raymond to complete the installation the weekend of March 12<sup>th</sup>.
  - b. Call to Artists:

Current status: One person made a submission. Amy Raymond to reach out to the artist and further discuss, then bring back to the Board to confirm whether to bring forward for Commission approval along with suggested location.
  - c. Art showing at the Log Cabin: Board members will continue to reach out to artists for a donated art piece. Amy Raymond to draft art showing event information with suggested date/time for the Board's review and approval, to then present to the Commission.



## *The Village of Biscayne Park*

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161  
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6. NEW BUSINESS – None.
  
7. NEXT MEETING DATE – Wednesday, April 13, 2016, at 6:00pm. All future meetings will take place at Village Hall.
  
8. ADJOURNMENT – Meeting was adjourned at 6:45pm.

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Minutes approved on \_\_\_\_\_.



# Village of Biscayne Park

640 NE 114<sup>th</sup> Street  
Biscayne Park, FL 33161  
(305) 899-8000

Code Review Board  
MEMBERS

Gage Hartung  
Chairman

Dale Blanton  
Judi Hamelberg  
Gary Kuhl  
Andrew Olis

## MINUTES

### CODE REVIEW BOARD MEETING

#### Village Hall

640 NE 114<sup>th</sup> Street – Biscayne Park, FL  
**Wednesday, March 2, 2016- 7:00 pm.**

Call to Order 7:02 pm

Present: Gary Kuhl, Gage Hartung, Judi Hamelberg, Dale Blanton,  
Andrew Olis  
Village Manager Heidi Siegel

Approved Minutes the following minutes:  
None

#### New Business

- a. Discuss and propose language for the Village Code to address the following: If there is a new home build, or substantial renovation to an existing home, a landscaping plan must be also be included with the building permit application.

Discussion by the board:

Situations this will apply to:

- New Construction
- Major Renovations
- Driveways

Board reviewed similar codes from other municipalities: Miami Shores Village, Fort Lauderdale, Surfside, Bay Harbor Islands, Pincrest, Delray Beach and Miami Dade County. Determined that the Delray Beach and Miami-Dade County had language that were compatible with what we were looking to write. We compiled the following language:

#### **Minimum Landscape Requirements:**

##### **(1) All New Construction and Substantial Renovation of Existing Residence:**

For single family residences for which a building permit has not been applied for prior to \_\_\_\_\_, 2016, the following minimum standards for landscaping shall apply:

- (a) One shade tree shall be planted for every two thousand five hundred (2,500) square feet of lot area. Shade trees for single family residences shall be a minimum of twelve (12) feet in height with a five (5) foot spread at

the time of installation. Existing trees preserved on the site with the same specifications as above, may be credited toward this tree requirement.

(b) Shrubs shall be installed along the foundation of the side of the residence that faces any street.

(c) Palms of a ten-foot minimum overall height or minimum caliper of three (3) inches at time of planting shall count as a required tree on the basis of two (2) palms-per tree, except as provided herein for palms used as of street trees. No more than thirty three (33) percent of the minimum tree requirements may be met by palms.

(d) Air-conditioning units visible from the adjacent street shall be screened with shrubbery or wood fencing that is tall enough to fully screen the units from view.

4. (e) All other lot areas not covered by driveways or structures shall be planted with lawn grass, ground cover or other approved landscape materials.
5. (f) All landscaped areas shall be provided with an irrigation system, automatically operated, to provide complete coverage of all plant materials and grass to be maintained.

(h) Prohibited and controlled tree species shall not be counted toward fulfilling minimum tree requirements. Prohibited trees shall be removed from the site in cases of new construction.

(i) Of the required trees at least:

- (1) Thirty (30) percent shall be native species (reference \_\_\_\_?); and
- (2) Fifty (50) percent shall be low maintenance and drought tolerant; and
- (3) No more than thirty (30) percent shall be palms.

(j) Eighty (80) percent of the trees shall be listed in the Miami-Dade Landscape Manual, the University of Florida's Low-Maintenance Landscape Plants for South Florida list.

(k) All shrubs shall be a minimum of eighteen (18) inches in height when measured immediately after planting. Shrubs shall be provided at ratio of ten (10) per required tree. Of the provided shrubs at least:

- (1) Thirty (30) percent shall be native species; and
- (2) Fifty (50) percent shall be low maintenance and drought tolerant; and
- (3) Eighty (80) percent shall be listed in the Miami-Dade Landscape Manual, the University of Florida's Low-Maintenance Landscape Plants for South Florida list.

(l) *Ground covers.* Ground cover plants used in lieu of grass, in whole or in part, shall be planted in such a manner as to present a finished appearance and reasonably complete coverage within one (1) year after planting.

(m) Cypress mulch shall not be used because its harvest degrades cypress wetlands.

(n) At least forty (40) percent of the required landscape and a minimum of 2 tree types shall be located in the front yard area.

**(1) Existing Residences:**

4. (a) All other lot areas not covered by driveways or structures shall be planted with lawn grass, ground cover or other approved landscape materials.

To be continued at April 6, 2016 meeting

Motion: No Motions / No votes

Adjourned 8:21

Draft Minutes – Not Approved