



Log Cabin - 640 NE 114th Street, Biscayne Park, FL 33161

**AGENDA  
REGULAR COMMISSION MEETING  
TUESDAY, FEBRUARY 8, 2022 – 7:00 PM**

Tuesday, February 8, 2022 at 7:00 pm. Log Cabin, 640 NE 114th Street, Biscayne Park, FL 33161 Zoom Meeting ID: Meeting ID: 849 0844 8465

<https://us06web.zoom.us/j/84908448465>

**1. Call to Order**

**2. Roll Call**

Mayor Virginia O'Halpin  
Vice-Mayor MacDonald Kennedy  
Commissioner Art Gonzalez  
Commissioner Judi Hamelburg  
Commissioner Dan Samaria

**3. Pledge of Allegiance**

**4. Additions, Deletions or Withdrawals to the Agenda**

*At this time, any member of the Village Commission or the Village Manager may request to add, change, or delete items from the agenda.*

**5. Presentations**

5.a [Proclamation- Presentation to Mrs. Mailan Nguyen on her Retirement from the Village of Biscayne Park on March, 1, 2022](#)  
[Proclamation.pdf](#)

5.b [Legislative update- David Caserta](#)  
[2022 Legislative bills filed impacting local Government.pdf](#)

5.c [Proclamation- Black History Month](#)  
[2022 Proclamation Black History Month.pdf](#)

**6. Public Comments**

**7. Commission Reply to Comments**

**8. Reports**

Village Commission  
Village Boards  
Village Attorney

Village Manager

## 9. Consent Agenda

### 9.a [Advisory Board Meeting Minutes](#)

[Parks & Parkway Advisory](#)

[Planning & Zoning Advisory Board](#)

[Public Art Advisory Board](#)

[Minutes Park & Parkways December 16, 2021.pdf](#)

[MINUTES January 12, 2022.pdf](#)

[P & Z Signed and Approved Minutes January 10, 2022.pdf](#)

### 9.b [Commission Meeting Minutes](#)

[Regular Commission Meeting Minutes January 11, 2022](#)

[Special Commission Meeting \(Variance Hearings\) Minutes January 18, 2022](#)

[RCM Minutes January 10, 2022.pdf](#)

[SPECIAL COMMISSION MEETING - VARIANCE HEARING Minutes January 18, 2022.pdf](#)

## 10. Ordinances

### 10.a [Ordinance No. 2022-01- Creating Section 2-18 Vice Mayor of Article II Village Commission, of Chapter 2, Administration of the Village of Biscayne Park Code of Ordinances. \(Second Reading\)](#)

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, CREATING SECTION 2-18 "VICE MAYOR: OF ARTICLE II "VILLAGE COMMISSION", OF CHAPTER 2 "ADMINISTRATION" OF THE VILLAGE OF BISCAYNE PARK CODE OF ORDINANCES SETTING FORTH A PROCEDURE FOR THE SELECTION OF A VICE-MAYOR; PROVIDING FOR INCLUSION IN THE CODE AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

[Ordinance 2022-01 Vice Mayor Second\\_Reading.pdf](#)

[Legal Advertising- Ordinance 2022-01.pdf](#)

### 10.b [Ordinance No. 2022-02- An Ordinance of the Village of Commission of the Village of Biscayne Park, Florida, Adopting a new Chapter 19 of the Biscayne Park Land Development Code entitled "Vacation Rental License Program".\(First Reading\)](#)

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, ADOPTING A NEW CHAPTER 19 OF THE BISCAYNE PARK , LAND DEVELOPMENT CODE ENTITLED "VACATION RENTAL LICENSE PROGRAM" PROVIDING FOR THE LICENSING AND REGULATION OF SHORT-TERM VACATION RENTALS; PROVIDING FOR DEFINITIONS; PROVIDING FOR LICENSING REQUIREMENTS; PROVIDING FOR STANDARDS; PROVIDING FOR THE ADMINISTRATION OF THE PROGRAM; PROVIDING FOR ENFORCEMENT; PROVIDING FOR PENALTIES; PROVIDING FOR AN APPELLATE PROCESS; PROVIDING FOR VESTING OF EXISTING RENTAL AGREEMENTS; PROVIDING FOR INCLUSION IN THE CODE AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN

EFFECTIVE DATE.

[STVR-Planning Board Comments.pdf](#)

[Short Term Rental Ordinance - First Reading Ordinance No 2022-02.pdf](#)

- 10.c [ORDINANCE NO 2022-03 - An Ordinance of the Village Commission of the Village of Biscayne Park, Florida, Amending Section 16.15 " Landlord permits" of Chapter 16 " Permits and Certificates" of the Biscayne Park Land Development Code. \(First Reading\)](#)

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, AMENDING SECTION 16.15 "LANDLORD PERMITS" OF CHAPTER 16 "PERMITS AND CERTIFICATES" OF THE BISCAYNE PARK LAND DEVELOPMENT CODE TO CLARIFY THE RENTAL PERIOD FOR WHICH A LANDLORD PERMIT IS REQUIRED; SUBSTITUTING THE TERM "HOUSING CODE" TO THE "FLORIDA BUILDING CODE"; PROVIDING THAT APPEALS SHALL BE TO CIRCUIT COURT IN LIEU OF COUNTY COURT; PROVIDING FOR INCLUSION IN THE CODE AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

[Amending Landlord Permits No. 2022-03 - First Reading.pdf](#)

**11. Public Comments to Ordinance No. 2022-01**

**12. Resolutions**

- 12.a [RFP 2022-001 - Awarding Communications Support Services](#)

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, AWARDED REQUEST FOR PROPOSAL ("RFP") NO. 2022-001 TO MEDIA RELATIONS GROUP, LLC, TO PROVIDE COMMUNICATION SUPPORT SERVICES; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE AGREEMENT AND TO DO ALL THINGS NECESSARY TO EFFECTUATE THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

[RESO 2022-09- Awarding Communication Services.pdf](#)

[Media Relations Group - Service Agreement.pdf](#)

[HelenR. Conflict of interest.pdf](#)

[BP-RFP2022-001 EVALUATION CRITERIA-COMPOSITESHEET.pdf](#)

[MalarieD-Conflict of Interest.pdf](#)

[Required Proposal Documents-Media Relations Group.PDF](#)

[Required Proposal Documents-MyPRGuruLLC.PDF](#)

[Required Proposal Documents-Wragg&Casas.PDF](#)

[RFP2022-001-Communication Support Services-11-23-2021.pdf](#)

**13. Discussion- Old Business**

- 13.a [Discussion- Swale/ Row Continuing Discussion](#)

I am requesting the Commission to hold a first discussion on swale/ROW topics for further consideration at an upcoming commission meeting, at which time we may provide direction to the attorneys on swale/ROW considerations.

[Swale-ROW-Topics.pdf](#)  
[Mac Kennedy ROW Talking Points.pdf](#)  
[P &Z- Driveway and Swale Comments August 16, 2021.pdf](#)  
[ECOLOGY swale discussion points.pdf](#)  
[Biscayne Park, FL Code of Ordinances - Chapter 5.3 Right of Way.pdf](#)

**14. Discussion- New Business**

14.a [Emergency Reserves Comparison.pdf](#)

14.b [Commission Meeting Reporting Protocol](#)

I am asking the manager and commission to determine a structure for reports for the regular commission meetings, possibly including reports from department heads/staff, boards, vendors, and the manager on all current projects, whether initiated by the commission or by the manager/staff/vendors. Possibilities include written reports submitted as back-up to the meeting agenda and/or oral presentations prior to public comment allowing opportunity for input by residents/commission. Written updates would remain accessible to the public so they can hold the commission accountable for ongoing progress and for successful and timely completion of projects. Before the February meeting, the manager may choose to prepare a suggested reporting template for discussion, and every commissioner should certainly have ideas to increase accountability, for the benefit of the commission and also for residents.

**15. Request for Placement of Items on Next Meeting Agenda**

**16. Announcements**

**17. Adjournment**