

## Village Commission

Rachel Streitfeld, Esq.  
Mayor

Goran Cuk  
Vice Mayor

Dr. Richard Chervony  
Commissioner

Andy Daro  
Commissioner

Doris Acosta  
Commissioner



## Village Officials

Frank K. Rollason  
Village Manager

Alba L. Chang  
Village Clerk

Haydee S. Sera  
Village Attorney

# Pre-Construction Meeting Agenda

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Designated POC for Project:** \_\_\_\_\_

**Permit Number(s):** \_\_\_\_\_

**Meeting Date & Time:** \_\_\_\_\_

**Location / Virtual:** \_\_\_\_\_

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## 1. Meeting Purpose

The purpose of this pre-construction meeting is to establish clear expectations and requirements between North Bay Village and the project team prior to the commencement of construction activities. This meeting will address regulatory compliance, safety protocols, police coordination, work schedules, and general concerns to ensure public safety. Our goal is to minimize community impacts and maintain compliance with codes and policies.

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## 2. Attendees

- City of North Bay Village (Departments & Representatives):
  - Building Department
  - Code Enforcement
  - Police Department
  - Public Works
  - Fire Department (if applicable)
  - Other City Staff
- Owner / Developer
- General Contractor
- Subcontractors (as applicable)
- Engineer / Architect (if applicable)
- Construction Manager

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### 3. Project Overview

- Scope of Work
  - Estimated Project Duration
  - Key Milestones
  - Site Access Points
  - Adjacent Properties and Sensitive Areas (residential, schools, waterways, etc.)
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### 4. Permits & Regulatory Compliance

- Review of Approved Permits
  - Right-of-Way Permits
  - Required Inspections
  - Permit Posting Requirements
  - Certificate of Occupancy Process
  - Stop Work Order Procedures
  - Compliance with:
    - Florida Building Code
    - North Bay Village Code of Ordinances
    - Miami-Dade County and State Requirements (as applicable)
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### 5. Code Enforcement Requirements

- Maintenance of Construction Site
  - Fence, Barrier, and Screening Requirements
  - Noise Ordinance Compliance
  - Dust, Debris, and Runoff Control
  - Storage of Materials and Equipment
  - Sidewalk, Right-of-Way, and Lane Obstruction Regulations
  - Signage Requirements
  - Hours of Operation Enforcement
  - Complaint Response Protocol
  - Storm Preparedness and Site Securing
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### 6. Construction Safety Protocols

- Site Safety Plan Review
- OSHA Compliance
- Pedestrian and Vehicular Safety Measures
- Traffic Control Plans
- Emergency Access and Egress
- Hazardous Materials Handling (if applicable)
- Crane, Heavy Equipment, and Lift Operations

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## 7. Police Department Coordination & Safety Requirements

- Police Department Contact Information
- Off-Duty Police Officer Requirements
  - When Required (lane closures, traffic control, special operations)
  - Minimum Staffing Levels
  - Scheduling and Approval Process
  - Payment and Documentation Requirements
- Traffic Management and Detours
- Public Safety Concerns
- Incident Reporting Procedures

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## 8. Fire Department Requirements (If Applicable)

- Fire Lane Access
- Fire Watch Requirements
- Emergency Response Coordination
- Hot Work Permits

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## 9. Work Schedules & Operations

- Approved Construction Hours
- Weekend and After-Hours Work Requests
- Noise-Generating Activities
- Concrete Pours and Large Deliveries
- Utility Shutdowns or Tie-Ins
- Coordination with City Events or Peak Traffic Periods
- Construction personnel parking on site or shuttle service required

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## 10. Community Impact & Public Communication

- Response Time Expectations
- Signage with Project and Contact Information
- Mitigation Measures for Residents and Businesses

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## 11. Environmental & Public Works Considerations

- Drainage and Stormwater Protection
- Protection of Utilities and Infrastructure
- Street and Sidewalk Restoration Requirements
- Waste Management and Recycling
- Standpipe and Hydrant Access

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## 12. General Concerns & Questions

- City Staff Comments
  - Contractor / Owner Questions
  - Special Conditions or Site-Specific Concerns
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## 13. Action Items & Next Steps


## 14. Acknowledgment

By proceeding with construction, the project team acknowledges understanding of an agreement to comply with all North Bay Village requirements, codes, and directives discussed during this meeting.

**Owner / Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_