

**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY  
1280 N. CONGRESS AVE., SUITE 215, WEST PALM BEACH, FL. 33409  
MINUTES OF THE MONTHLY MEETING**

**March 08, 2021**

**I. CALL TO ORDER (IN PERSON MEETING BROADCASTED ON ZOOM PLATFORM)**

Mr. Daniels, the Board Chair, called the meeting to order at 5:03 p.m. The roll was called by Ms. Bui.

**Present:** Ronald Daniels  
Joanne Ruffy  
Yeraldi Benitez (Arrived at 5:08 p.m.)  
Ruth Haggerty  
Enol Gilles  
Joseph Kirby (Arrived at 5:08 p.m.)

**Absent:** Ralph Lewis

**Staff Present:** Elizée Michel, Executive Director  
Denise Pennell, Senior Planner  
Carmen Geraine, Bookkeeper  
Mai Bui, Administrative Assistant  
Thomas J. Baird, Esq., General Counsel (Virtually Via Zoom)

**Others Present:** Dorritt Miller, Assistant County Administrator, Deputy George Gomez, Deputy Adam Robinson, Keith Jackson, PE, Engenuity Group, CRA Engineer (All Virtually Via Zoom)

**II. AGENDA APPROVAL**

**1. Additions, Deletions, Substitutions to Agenda**

- Mr. Michel asks to move item #1 from the Consent Agenda to the Regular Agenda as item #5.

**2. Adoption of Agenda**

- It was moved by Ms. Ruffy and seconded by Ms. Haggerty to adopt the Agenda as amended. Motion carried (4-0)

**III. ADOPTION OF W/BH CRA MINUTES**

- It was moved by Ms. Haggerty and seconded by Ms. Ruffy to adopt the minutes of the February 8, 2021 meeting. Motion carried (4-0)

#### **IV. PUBLIC COMMENT**

- There were no public comments.

#### **V. DISCLOSURES**

- No disclosures

#### **VI. CONSENT AGENDA**

##### **1. Approval of Lease for 2631 Chickamauga Avenue**

**It was moved by Ms. Rufty and seconded by Ms. Haggerty to approve consent agenda. The motion passed unanimously (6-0)**

#### **VII. REGULAR AGENDA**

##### **1. Adoption of Audit Report**

Ms. Zenora Ward from Ward and Company, P.A. presented the audit report to the Board for the fiscal year ending on September 30, 2020. Ms. Ward explained that it is required by professional standards to present the audit report to the Board as was indicated in the engagement letter dated July 30, 2020. She also indicated that it is the duty of the auditors to communicate the significant audit findings related to qualitative aspects of accounting practices, the difficulties encountered in performing audits, corrected and uncorrected misstatements, disagreements with management, management representations, management consultations with other independent accountants and other audit findings or issues.

Ms. Ward noted that no new accounting policies were adopted during 2020 and recommends that management monitor continuously Florida Statute Chapter 163 Community Redevelopment for annual accounting, reporting, and compliance changes. She also noted that the CRA continues to retain the services of a certified public accountant to assist with the preparation of the financial statements and management discussion and analysis for the year ending on September 30, 2020.

She reported that there were no significant difficulties in dealing with management in completing the audit; none of the misstatements detected were material, either individually or in the aggregate, to the financial statements taken as a whole, no disagreements arose during the course of the audit.

Ms. Ward presented a condensed summary of the CRA's net position for the fiscal year and indicated that the net position has increased each of the last two years. The CRA's

net position at year end was \$14,274,181 which represents funds and assets held for community redevelopment and to meet future operating needs.

She also noted that no new debt was incurred during fiscal years ending September 30, 2020 and 2019. At the close of fiscal year 2020, the CRA had no outstanding notes payable.

Ms. Ward reported that some board members didn't complete the annual ethics training required by Florida Statute Chapter 112, Section 3142. And recommend that the Agency adopt policies to ensure Florida Statutes are reviewed annually, and all Board Members receive timely annual ethics training.

Ms. Ward concluded that the CRA complied, in all material respects, with the requirements for the year ended September 30, 2020.

Mr. Michel added that the requirement for Board members to complete annual ethics training was new and staff will let the Board know how the training can be completed.

The Board accepted the report and thanks Ms. Ward and her firm for their work.

**No motion was needed.**

## **2. Approval of Site Development Assistance Program Grant for Mi Pais Express.**

Mr. Michel indicated that Mi Pais Express II is located in the Office/warehouse development at 3829 Westgate Avenue and has been in operation since 2005. The first Mi Pais Express is located at 3301 Broadway in West Palm Beach. Mi Pais Express II is a multi-service provider that offers tax preparation, immigration, translation, and phone services to the immigrant population who live in the Westgate area. The owner is constructing a standalone facility at 2633 Westgate Avenue to house the Westgate branch. The business plans to add 4 more employees after the move is complete. The building is approx. 5,000 sf, with a ground level retail storefront, to be used for retail/business services; the second floor will be 2 residential rental units at 1,200 sf each.

The business has requested pre-approval for a grant from the CRA's Site Development Assistance Program to help offset the cost of exterior improvements.

The total development cost is estimated at \$1,092,798.75 with site and exterior work projected to cost \$599,909.00.

Per Program guidelines, grant funding reimburses 25% of their eligible project costs, up to a maximum of \$50,000 for mixed use or commercial projects fronting on Westgate Avenue.

The applicant is qualified to receive \$50,000 in SDA Program funds.

The SDA Program offers reimbursement-based grant funding meaning the funds will be disbursed after a certificate of occupancy is issued, and proof of payment to the contractor is received by the CRA.

The SDA Program funds will supplement the site work and improve the façade of the building, contributing to the revitalization of the Westgate Avenue corridor.

Mi Pais Express will be the first mixed use project completed on Westgate Avenue utilizing the form-based code provisions of the Westgate CRA Zoning Overlay.

Construction is anticipated to be completed by the beginning of summer 2021.

Mr. Michel recommends the pre-approval of reimbursement-based Site Development Assistance Program grant funding up to \$50,000 pending issuance of Certificate of Occupancy and proof of payment to contractor, for the Mi Pais Express project.

Ms. Pennell introduced the owner of the Mi Pais Express, Mr. Mickey Fernandez who thanked the Board for the opportunities to work together to deliver the project.

Ms. Haggerty asked to clarify the financial statement submitted by the applicants and noted that the statement does not affect the amount of the grant requested.

Ms. Haggerty congratulated the owner and staff for working together to get those projects off the ground. It is encouraging to see some of the projects being built.

**It was moved by Ms. Haggerty and seconded by Ms. Ruffy to preapprove the Site Development Assistance Program grant funding up to \$50,000 pending issuance of Certificate of Occupancy and proof of payment to contractors for the Mi Pais Express project. The motion passed unanimously (6-0)**

**3. Approval of Bonus Density, DRO Site Plan and Consistency with the Westgate CRA Redevelopment Plan and Zoning Overlay for Palm Key Apartments**

Ms. Pennell introduced the project and the owner's representative, Corey O'Gorman, president of Place Planning & Design, who made a presentation to the Board. Palm Key is located on Cherokee Avenue West of Tallahassee. The Future Land Use is CH/8 with a base density of 8 units per acre. The Zoning is RH, residential multifamily. It is in the Westgate CRA Overlay NC Sub-Area. It is 0.46 acres. It currently yields a maximum density of 3.68 or 4 units.

The project will consist of 7 units apartments in two story townhome style buildings with the parking in the rear. Each unit will be three bedrooms three bathrooms. The living, dining and kitchen will be on the first floor. The bedrooms will be on the second floor. Each unit will have a front/rear porch and a second floor balcony. Access will be on Cherokee and the parking will be behind the building.

Palm Key is requesting three bonus units for a total of seven units for a density of 15 units per acre. The project is providing quality workforce housing. It complies with ULDC and provides a minimum 5% outdoor space for resident use.

Staff recommends approval of an allocation of three units from the WCRAO Density Bonus Program, and DRO site plan approval provided the project demonstrates that the criteria for obtaining WCRAO density bonus units have been met.

Board members stated that it is a good project.

**It was moved by Ms. Rufty and seconded by Ms. Haggerty to approve the three bonus units requested by applicant and the DRO site plan. The motion passed unanimously (6-0)**

**4. Approval of Development Order Amendment, Site Plan Abandonment, and Class A Conditional Use for Murphy Express Retail Gas and Fuel Sales**

Ms. Pennell introduced the project and the owner's representative, Beth Schrantz, Director of Planning Services from Dunay, Miskel and Backman, LLP and Andrew Deegan, engineer of record from CPH. Ms. Schrantz gave a PowerPoint presentation to the Board. The property is located at the northeast corner of Belvedere and Military. It is an outparcel of the Walmart MUPD which has an existing Murphy USA gas station and a vacant Walgreens building. It is 1.45 acre. The applicant requested, 1) A Development Order Amendment to modify the MUPD site plan, including associated conditions of approval; 2) A site plan abandonment to remove the previously approved gas and fuel sales, retail with a convenience store use by Resolution R-203-0940 approving the existing Murphy USA Station; 3) A Class A Conditional Use Approval to allow a 2,824 sf convenience store and 4,830 sf of Retail Gas canopy and 16 fueling stations for the proposed Murphy Express Station; 4) An increase of 769 net new trips per day and 54 pm peak hour trips, from the existing vested Murphy Express Gas Station and Convenience Store to be allocated from the WCRA Transportation Concurrency Exception Area (TCEA) pool; 5) Final DRO site plan approval.

The proposed use will be a convenience store and gas station that provides the following services, various fuel grades, spacious convenience store, wide selection of cold and frozen beverages, hot coffee, walk-in beer cooler, a variety of snacks, hot and ready food, clean restrooms, and Murphy rewards program.

The project is part of an overall MUPD. Ms. Schrantz also discussed the site layout with the Board pointing out that the new configuration will be more spacious and will provide better access. The site plan and various elevations were shown to the Board.

Staff clarified at the request of Ms. Haggerty that the number of trips requested was revised. The correct numbers are 769 net new trips per day and 54 pm peak hour trips. Ms. Haggerty asked if any of the existing buildings will remain. The consultant responded that everything will be demolished and replaced with new structures.

Ms. Ruffy stated that the new construction will greatly improve the site.  
Staff recommended the approval of the applicant five requests mentioned above.

**It was moved by Ms. Haggerty and seconded by Ms. Benitez to approve the five requests as recommended by staff. The motion passed unanimously (6-0)**

**5. Approval of Funds for the Administration of Seminole Blvd.**

Mr. Michel reported that CRA is working with PBC Engineering Department on the 2019 FDOT/TPA grant to improve Seminole Blvd.

FDOT requires that the grant be administered by a Local Agency Program (LAP) certified to implement FDOT projects.

Streetscape improvements include: installing 10-12' multi-use paths, pedestrian scale streetlights, and landscaping on Seminole Blvd. between Okeechobee Blvd. and Oswego Ave. The roadway configuration remains unchanged.

The County has executed an agreement with FDOT to implement the project  
In February 2021, the CRA executed an agreement with PBC to administer the project on its behalf, but the executed agreement does not include administrative fees for Engineering staff.

The County is requesting an advance payment of \$30,820.66 to cover staff costs associated with the design phase.

Staff recommends that the Board authorize a payment of \$30,820.66 to the County for the administration of the Seminole Blvd. Streetscape Project.

Ms. Haggerty pointed out that the amount printed in the staff report (36,820.66) didn't match the amount indicated in the supporting documents (30,820.66). Staff clarified that the correct amount is the \$30,820.66 printed in the backup email sent by the County.

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to approve the \$30,820.66 to the County for the administration of the Seminole Blvd Streetscape Project. The motion passed unanimously (6-0)**

**VIII. STAFF REPORTS**

Mr. Michel and Mr. Keith Jackson from Engenuity Group reported to the Board that the permit for Belvedere Heights Phase 1 drainage project was approved by Palm Beach County.

Mr. Michel reported that Mr. Lewis has opened the Okeechobee Prime Seafood after repurposing the catering facility behind the Okeechobee Steakhouse.

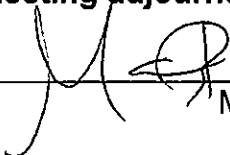
Westgate Avenue Streetscape design is progressing on schedule. The County Engineering Department is gearing up to start the design for the Seminole Blvd Streetscape.

Ms. Pennell updated the Board about the Museo Vault project on Westgate Ave, which is still in Zoning review, and Autumn Ridge on Congress Ave.

There was no other report.

**IX. AJOURNMENT**

**It was moved by Ms. Rufty and seconded by Ms. Haggerty to adjourn the meeting. The meeting adjourned at 6:01p.m.**

  
\_\_\_\_\_ Administrative Assistant, Westgate CRA  
Mai Bui