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**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY**  
**Monday, September 13, 2021 Board Meeting**  
**1280 N. Congress Ave. Suite 215**  
**West Palm Beach FL 33409**

**NOTE: Agenda Summary (Pages 3-8)**  
**Staff Report (Pages 9-15)**

**I. CALL TO ORDER / ROLL CALL**

**II. AGENDA APPROVAL**

- 1. Additions, Deletions, Substitutions to Agenda**
- 2. Adoption of Agenda**

**III. ADOPTION OF W/BH CRA MINUTES (Pages 16-20)**

**IV. PUBLIC COMMENTS**

**V. DISCLOSURES**

**VI. CONSENT AGENDA**

- 1. Loan Forgiveness from the Westgate CRA Covid-19 Small Business Emergency Relief Forgivable Loan Program (Page 21-28)**

**VII. REGULAR AGENDA**

- 1. Approval of Bid Proposal for the Westgate Dog Park (Pages 29-70)**
- 2. DRO Site Plan Approval for EZ Express Car Wash; 1098 N. Military Trail (Pages 71-100)**
- 3. Approval of the FY 2021-2022 CRA Budget (Pages 101-103 )**
- 4. Approval of Information Technology Policies and Procedures (Pages 104-127)**
- 5. Approval of Funding for Belvedere Heights Phase I Streetlights and Sidewalks Construction (Page 128-134)**

**VIII. REPORTS**



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- A. Staff Reports**  
**Correspondence (Pages 135-187)**
  - B. Attorney's Report**
  - C. Committee Reports and Board Comments**
    - 1. **Administrative/Finance –**
    - 2. **Capital Improvements – Chair, Mr. Daniels**
    - 3. **Land Use –**
    - 4. **Real Estate – Chair, Mr. Kirby**
    - 5. **Marketing –**
    - 6. **Community Affairs –**
    - 7. **Special Events – Chair, Ms. Rufty**
    - 8. **Correspondences**

#### **IX. ADJOURNMENT**

**ANY PERSON MAKING IMPERTINENT OR SLANDEROUS REMARKS OR WHO BECOMES BOISTEROUS WHILE ADDRESSING THE BOARD WILL BE BARRED FROM FURTHER AUDIENCE BEFORE THE BOARD BY THE PRESIDING OFFICER, UNLESS PERMISSION TO CONTINUE OR AGAIN ADDRESS THE BOARD AS GRANTED BY A MAJORITY VOTE OF THE BOARD MEMBERS PRESENT.**

**IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, HE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE HE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.**

**ON JUNE 7, 1994, THE BOARD OF COUNTY COMMISSIONERS APPROVED RESOLUTION NO. 94-693, KNOWN AS THE CODE OF ETHICS. UNDER SECTION 11, IT IS REQUIRED THAT PAID AND UNPAID LOBBYISTS REGISTER. PLEASE REFER TO SECTIONS 11.01 AND 11.02 IN THE CODE OF ETHICS FOR REGISTRATION SPECIFICS. FOR YOUR USE, REGISTRATION FORMS ARE AVAILABLE FROM THE CRA'S ADMINISTRATIVE ASSISTANT.**



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**AGENDA ITEMS**  
**Westgate/Belvedere Homes CRA Board Meeting**  
**September 13, 2021**

**CONSENT AGENDA**

**1. Loan Forgiveness from the Westgate CRA COVID-19 Small Business Emergency Relief Forgivable Loan Program**

**A. Background and Summary:** On September 14, 2020, the Westgate CRA Board of Commissioners approved a forgivable loan for Yingel Inc. D/B/A Mufflers Brakes and More for \$10,000 funding from the CRA's COVID-19 Small Business Emergency Relief Forgivable Loan Program. On August 23, 2021, the owner of the small business submitted a request to the CRA for the forgiveness of the forgivable loan. The owner met all the requirements for forgiveness. They have provided proof that the funds were used for payroll expenses.

On September 14, 2020, the Westgate CRA Board of Commissioners approved a forgivable loan for Shubway Group Inc. for \$10,000 funding from the CRA's COVID-19 Small Business Emergency Relief Forgivable Loan Program. August 20, 2021, the owner of the Shubway Group Inc. submitted a request to the CRA for the forgiveness of the forgivable loan. The owner met all the requirements for forgiveness. They have provided proof that the funds were used for payroll expenses.

Staff recommends approval of loan forgiveness of \$10,000 COVID-19 Small Business Emergency Relief Forgivable Loan Program for both Yingel Inc. D/B/A Mufflers Brakes and More, and for Shubway Group Inc. and approval of the release of the related promissory notes.

**REGULAR AGENDA**

**1. Approval of Bid Proposal for the Westgate Dog Park**



**A. Background and Summary:** On June 27, 2021, the CRA issued an invitation to Bid (ITB) for the development of the Westgate Dog Park. The work entails the construction of a dog park at the corner of Seminole Boulevard and Oswego Avenue. The development will include the installation of berms, landscaping material, irrigation, fencing, site furnishings, park equipment, signage and any site amenities consistent with these types of improvements along with other works necessary to complete the project as specified in the construction drawings. The construction will be funded by CRA Tax Incremental Financings (TIF) funds leveraged by a grant of \$92,700 provided by the Solid Waste Authority (SWA) on April 1<sup>st</sup>, 2018.

Staff hosted a non-required onsite pre-bid meeting on July 12 for prospective bidders. Two contractors attended the pre-bid meeting. All bidders were required to visit the site. During the bidding period, there were a lot of inquiries, at least eight contractors had registered to pick up the bid package. Several others have seen and downloaded it online.

On July 26, the bid submittal deadline date, the CRA received one proposal from All-Site Construction, Inc. Staff has reviewed the proposal and found that all the required documents were included in the submittal including site inspection form, bid bond, bid proposal form, bidders license, bidders qualification form, liability insurance certificate, construction schedule and complete sub-contractors list. All-Site has bid to complete the project for \$189,468.76 within four months with substantial completion to occur after 90 days. The price also includes a 15% contingency consideration. The company will be completing most of the work (69%) and will sub out the landscaping and the fence works. They plan to exceed Palm Beach County's Equal Business Opportunity expectation since the company is a registered Small Minority Business Enterprise.

Staff is checking reference and discussing the cost of mobilization with the contractor. The bid is somewhat higher than our designer's estimate; however, if a cost saving can be achieved, the proposed construction cost will align with our consultant's estimate. Thus, the staff recommendation to award the bid is contingent upon obtention of positive feedbacks from the references and clarification of the mobilization cost.

The CRA has paid for the permit application through a Letter of Intent with the contractor.



- B. Recommendation:** Staff recommends that the Board approve All-Site's proposal and execute the construction contract to hire them to develop the Westgate Dog Park. Staff recommends also that the permit application fees paid by the CRA be deducted from the Contract price.

## **2. DRO Site Plan Approval for EZ Express Car Wash; 1098 N. Military Trail**

- A. Background and Summary:** The subject site is an outparcel at the Walmart Plaza, located on the northeast corner of N. Military Trail and Belvedere Rd. The Walmart Plaza is approximately 22.4 acres in total and consists of four buildings: the anchor tenant, a Walmart Supercenter, a vacant restaurant, a Murphy Express gas station, and a vacant Walgreen's pharmacy. The application requests the redevelopment of the vacant restaurant parcel into an automatic car wash.

The overall site was originally zoned for multifamily and general commercial development, but was rezoned to exclusively CG in 1993 via R-1993-0508. In 1997, the site plan accompanying R-1993-0508 was amended to increase the site area to 25 acres, and added a Lowe's as a proposed use. R-2001-1667 rezoned the overall site from CG to MUPD. The final resolution governing the overall site is R-2003-0940, which amended the site plan to allow the existing Walmart Supercenter as the anchor development, and reduced the size of the MUPD to 22.4 acres. The current total square footage of the MUPD is 209,734 sf., and the total area of the outparcel affected by the proposed redevelopment is 0.68 acres or 29,538 sf.

The entire site is within the UH (Urban Highway) Sub-area of the WCRAO, and is zoned MUPD (Multiple Use Planned Development) with a Future Land Use designation (FLU) of CH/8 (commercial high with an underlying residential land use of 8 du's/acre). The site is in the URA (Urban Redevelopment Area), the U/S (Urban/Suburban) Tier, and in the Westgate CCRT area. There are Vehicle Sales & Rental Uses to the north on Military Trail (zoned CG/SE with a CH/8 FLU). To the west, across N. Military Trail is the Town of Haverhill, to the south, across Belvedere Rd. is a KFC Restaurant (zoned CC/SE with a CH FLU), and to the is vacant PBIA owned land zoned PO with a Transit/Utilities (U/T) FLU.

### **Proposed Redevelopment – EZ Express Automatic Car Wash**



The applicant proposes to redevelop the outparcel located to the north adjacent to the existing Murphy Express Gas Station. The existing site is a vacant, abandoned 1,893 sf. Type II Restaurant. The project would demolish the existing restaurant structure, reconfigure access and parking, to construct an automated EZ Express Car Wash consisting of a 2,700 sf. wash tunnel, with 2 pay stations, and 16 self-service vacuum stations.

All other areas within the MUPD are to be unaffected as a part of the application. ULDC Art. 4 requires a Car Wash use in MUPDs to be approved by the DRO. MUPD zoning standards allow for revisions to square footage for permitted or DRO approval uses within a percentage range without requiring BCC approval for a Development Order Amendment to the MUPD.

### **Summary of Petition**

The application requests the following approvals:

1. Final DRO site plan approval for a 2,700 sf. Car Wash use within the Walmart Plaza MUPD; and,
2. An increase of 166 net new trips per day and 14 pm peak hour trips to be allocated from the WCRA Transportation Concurrency Exception Area (TCEA) pool.

### **B. Recommendation:** Staff recommends **approval** of applicant's request for:

1. Final DRO site plan approval for a 2,700 sf. Car Wash use within the Walmart Plaza MUPD; and,
2. An increase of 166 net new trips per day and 14 pm peak hour trips to be allocated from the WCRA Transportation Concurrency Exception Area (TCEA) pool.

## **3. Approval of the FY 2021-2022 CRA Budget**

**A. Background and Summary:** This is the second and final reading of the Budget. The CRA Budget includes three parts, the Redevelopment Trust Fund, the Capital Improvement Project, and the Transportation Enhancement grants. The Redevelopment



Trust Fund presents in a line-by-line format all the items funded by the tax increment revenues and rental income. The total amount projected for the Trust fund is \$5,028,100. This part details the administrative and the programmatic expenses. A new program is being proposed to encourage public arts development throughout the CRA. Also, a percentage increase is added in the Administration Expenses to provide for potential cost of living and salary adjustment.

The preliminary tax roll value shows that the TIF might increase by 7.8% this year (an increase of \$212,691 to last year's TIF); The final tax is computed at the end of the year. We won't have a final number until March 2022.

The Capital Improvement Project portion provides funding from the trust fund and grants to complete infrastructure improvement projects and acquire properties for redevelopment. The grants received from CDBG and SWA are included in this portion of the Budget. An amount is also included for the USDA grant. The Total amount projected for Capital Improvement is \$2,729,000.

The Transportation Enhancement part shows the grants received from the Transportation Planning Agency and the Department of Transportation. These grants are being managed by the Palm Beach County Engineering Department, but they were awarded to the CRA through grant applications submitted by CRA Staff. These funding is provided on a reimbursement basis. This information is being shared with the Board to show the TPA grant activities and timeline. These funding are not administered by the CRA.

**B. Staff Recommendation:** Staff recommends approval of FY 2021 - 2022 CRA Budget including a 3% cost of living adjustment for all staff and merit raises for three staff.

#### **4. Approval of Information Technology Policies and Procedures**

**A. Background and Summary:** As any other business, the CRA uses technology daily. This Policy and Procedure recommendation is prepared to guide the Agency in selection and use of Information Technology (IT). It provides guidelines the CRA will use to administer these policies with the correct procedure to follow. Policies and Procedures are required. Staff is trying to put this policy in place before the end of the fiscal year. It covers the purchase of hardware and software that the Agency needs to



operate. It also addresses policies regarding the use of software and computer equipment. Policies regarding IT security, website, internet, emails and personal mobile devices are included in this document. This policy also allows the CRA to contract with IT experts for services that the CRA may need.

**B. Recommendation:** Staff recommends approval of the IT Policy and Procedure Manual.

## **5. Approval of Funding for Belvedere Heights Phase I Streetlights and Sidewalks Construction**

**A. Background and Summary:** The CRA has already approved an Inter Local Agreement to pay up front for the construction of Belvedere Heights Phase I Streetlights and Sidewalks construction. The Engineering Department is asking the Board of County Commissioners to execute the construction contract. The construction cost is estimated at \$1,743,000. The CRA needs to provide the funds up front in order for the BCC to execute the contract. The Department of Transportation will be reimbursing \$1,334,856 as the project is being constructed.

**B. Recommendation:** Staff recommends that the Board authorizes a pre-payment of \$1,743,000 to PBC Board of County Commissioners through the Engineering Department for the construction of Belvedere Heights Phase I.



**WESTGATE/BELVEDERE HOMES CRA BOARD MEETING**  
**September 13, 2021**

**Staff Update on In-House Projects**

**FY21 TCRPC Brownfields Site Assessment Grant (SUBMITTED)**

On August 25, 2021, CRA staff submitted an application for funding from the TCRPC (Treasure Coast Regional Planning Council) Brownfields Program for a Phase I Environmental Assessment for the Chickagmauga redevelopment site. Due to historic auto salvage and a dry cleaning use on Okeechobee on the site now occupied by Cumberland Farms, there is a likelihood that the site has some degree of contamination. The grant would fund a Phase I assessment, and a possible Phase II assessment depending upon initial findings. Any remediation timelines and cost to be determined. State funding is possible.

Background: The Chickagmauga site consists of 3 parcels, one containing an occupied single family dwelling, purchased by the CRA in December 2019 for \$550,000. The site is located directly south of Spencer Square facing the Dennis Koehler Preserve to the south. The site is earmarked for the CRA for mixed use or high density residential redevelopment. CRA staff anticipates issuing an RFP in FY22.

**FY21 USDA Urban Agriculture Innovation & Production (UAIP) Grant (SUBMITTED)**

On July 30<sup>th</sup>, CRA staff in collaboration with DHED Special Projects staff, submitted an application for \$300,000 in funding from the USDA UAIP 2021 grant program for Implementation Projects. The grant opportunity is a \$4 million competitive nationwide offering, with a maximum of only \$300,000 available to individual awardees. If successful, the CRA would implement a 3-year initiative to expand production and enhance community programs at the Westgate Community Farm. The scope of the project would include the construction of a permanent greenmarket structure, a pavilion in the children's garden, and site improvements; the farm would be expanded to a satellite site on CRA owned properties along the L2 canal on Oswego Ave.; and, programs would be developed that expand training and education for Westgate residents that live with food insecurity. The CRA's participation in this project would be \$378,802 over 3 years allocated for construction and personnel costs. The USDA will award grants in September 2021.

**CDBG Funding for Demolition of CRA-Properties (STARTED)**

In April 2021 the Board approved a request to authorize PBC DHES to demolish 4 vacant homes on CRA-owned properties on Cherokee and Westgate Avenues. The CRA purchased the properties in 2018 with the optic of holding the land for private redevelopment. The homes are severely dilapidated, structurally unsafe, and have become a magnet for criminal activity, contributing to slum and blight in the community, particularly on Westgate Avenue. Staff applied to a DHES program to access CDBG funding for the demolition of the homes. The process is to be administered and managed by DHES staff who will be responsible for procuring contractors, administering the mitigation of asbestos and lead based paint, and ensuring that the demolition process follows all federal guidelines. The DHES contractor will acquire all necessary permits and complete the work. The CRA will likely plant grass following site clearance. The demolition is anticipated to cost \$60-80,0000.

**2021-01 ULDC Amendment Round (COMPLETED)**

This round of ULDC amendments was initiated by the Zoning Division at the January 28<sup>th</sup> BCC meeting. A draft of the amendment language was presented to the LDRAB on April 28<sup>th</sup> with a unanimous recommendation and no changes requested by the LDRAB. The 1<sup>st</sup> reading of the amendments is scheduled for July 22<sup>nd</sup> with adoption by the BCC on August 26<sup>th</sup>, 2021.

The CRA is seeking to make amendments to the WCRAO in the first round of 2021. The following are

highlights: corrective and clarifying amendments to overlay language and tables generally; introducing a new housing type called "South Westgate Estates Single Family Alternative" which allows smaller single family homes, limited to 45% building coverage, to be constructed on 25' wide lots; creating a 10' minimum front and side street setback in the UH Sub-area; and, exempting all development in the WCRAO to the provisions of Art. 3.D.1.E.2 which states that a structure must be set back one foot for each foot of height over 35' – applying this provision conflicts with build to line and frontage requirements.

Background: Amendments to the County's Unified Land Development Code (ULDC) occur twice annually. The CRA regularly participates in this process to update areas of its WCRA Zoning Overlay to better achieve the goals and objectives of the agency and the amended Community Redevelopment Plan, respond to industry and market trends, simplify processes, and correct technical and language glitches.

### **2021 Comprehensive Plan Amendments (STARTED)**

Update: The WCRA TCEA amendment was recommended for approval by the Planning Commission on August 13, 2021. BCC adoption of the TCEA amendments to occur later this year. Amendments to the FLUE are on hold.

The PBC Planning Division is moving forward to amendments to the WCRA TCEA program that would remove all conditions of approval in this Comp. Plan amendment cycle. CRA staff would still be required to submit annual reports on the status of built projects and remaining daily and pm peak trips, until the pool is exhausted. Planning has determined that due to the legislative introduction of proportionate share, there is no longer a cost benefit to continue TCEA incentive programs. All TCEA programs Countywide are anticipated to sunset over time.

The Planning Division is initiating amendments to the WCRAO in the Future Land Use and Transportation Elements of the Comp Plan. FLUE amendments will address an outdated policy allowing a 20% commercial bonus increase without amendments to the FLUA, and TE amendments will update policies related to WDRAO Density Bonus Program income categories following the adoption of the 2020-02 amendments to the DBP in the ULDC. Amendments may also include updates to the WCRAO narratives in both elements. Planning will take the lead in drafting amendment language.

### **COVID-19 Small Business Emergency Relief Forgivable Loan Program (ONGOING)**

The Board approved the Program at their June meeting. The program is advertised on our website as well as Facebook page. Staff completed a direct mail out promoting the availability of the program to Westgate businesses at the end of August. Business types are screened by uses permitted in certain WCRAO sub-areas. Interest in the program has been robust. Five (5) applications were approved by the Board at their September 2020 meeting; four (4) more were approved by the Board at their October 2020 meeting; 1 application was approved at the November 2020 meeting; and one application was approved at the January 2021 meeting. The program budget spans two budget years: \$50,000 was allocated to FY 19/20 and \$100,000 is allocated to FY 20/21. The program has budget capacity for four more applications. Two businesses applied for and received loan forgiveness by the Board in February 2021.

Background: Small businesses have suffered financial loss and hardship due to the COVID-19 crisis. Small businesses in the CRA district with less than 25 employees can apply for up to \$10,000 in financial assistance in the form of a forgivable loan for eligible expenses associated with rent, payroll support, inventory purchases, utilities, expenses associated with technology upgrades to facilitate remote working, and/or expenses associated with the reconfiguration of interior spaces to accommodate a 6' physical separation. First come, first served basis. \$150,000 from the CRA's FY

19/20 and 20/21 budgets has been allocated to the program.

### **Public Assistance Grant (ONGOING)**

FEMA has approved nearly \$100,000 to pay for debris removal, and clean up detention ponds as a result of Hurricane Irma. Staff is working with the Florida Department of Emergency Management to implement this project.

### **Community Garden/Greenmarket (ONGOING)**

Update: The Plat has been granted technical compliance. Following the completion of corner clip dedications, the project can move into the permitting phase. Electricity, an irrigation pump and an irrigation system have been installed. Staff is working on developing a design and securing a contractor for site improvements and installation of a pre-manufactured structure to act as a permanent greenmarket.

Background: Staff engaged Schmidt-Nichols (SN) to prepare a site plan for the community garden and the green market. The CRA initiated new regulations to allow green markets to operate as an accessory to community gardens without having to buffer surrounding residential uses with an opaque wall and 20 ft landscape buffer. The site plan includes an enclosed structure with a bathroom and a walk-in cooler. The community garden/greenmarket received site plan approval in March 2018.

CRA staff proposed amendment language, adopted in the 2018-02 Round, to eliminate the community garden use from landscaping requirements, and modified code language regarding hours of operation and building size and placement for the accessory greenmarket use. Schmidt Nichols submitted an administrative amendment (ZAR) to remove the landscape buffers and ROW utility easement. The ZAR was approved in April 2019. The permits have been approved to operate the community garden. The electrician and plumbing contractors are working with the utility companies. The CRA will begin to work with a contractor/architect to design the greenmarket structure and prepare plans to submit for building permit. Platting is a condition of approval and is underway.

### **PBC Solid Waste Authority (SWA) Blighted & Distressed Properties Grants**

#### **FY 18/19 – Oswego Avenue Properties Clean-up - Westgate Dog Park (STARTED)**

Update: To move the project forward and prevent further delay, CRA staff entered into an LOI (letter of intent) with All-Site Construction on August 20, 2021 that allows the contractor to submit for permit and begin ordering materials and equipment that have a long lead time, ahead of Board approval of the contract. The permit has been submitted and is under review: the CRA paid the permit fees directly.

CRA staff issued an ITB (Invitation to Bid) to construct the park on June 26<sup>th</sup>, following Board approval on June 14<sup>th</sup>. Bids were due on July 26<sup>th</sup>. Despite interest from several contractors (there were 8 plan holders at bid close), only one contractor, All-Site Construction, submitted a bid proposal for consideration. CRA staff has reviewed the bid and is verifying references. The proposal amount is \$189,468 which is in excess, although not substantially, of the CRA's original cost estimate for the project, however, due to current construction costs, the proposal is reasonable. Given the SWA grant timeline, already extended, and the risk of no response should the bid be reissued, Staff is recommending that the contractor be selected.

A revised cost estimate, generalized to reflect increases in construction and materials costs, prepared by Schmidt Nichols projects the budget on the project to reach approximately \$143,500 with contingency. The SWA grant will fund \$92,700 of the project with the CRA's responsibility at \$50,800. Staff will review bid submittals 30 days after ITB issuance, and bring the tabulations to the Board for

final selection at their August meeting.

The CRA has paid a landscape contractor to remove invasive trees, vegetation and debris on the sites. An additional time extension of the grant agreement has been provided by the SWA.

Staff worked with Schmidt Nichols on the dog park design. A site and landscape plan, along with cost estimate have been provided. The CRA is also working with County Purchasing to see if the agency can utilize the County's annual contract "piggyback" policy. The remaining lots will be cleared, sodded, and fence commensurate with the original scope.

**Background:** The CRA was awarded in the amount of \$92,700 to clean-up, clear, sod and fence 6 vacant CRA-owned properties on Oswego Avenue east of Seminole Blvd. previously earmarked for the L-2 Canal Expansion project. The CRA is proposing match funds in the amount of \$34,460. An Interlocal Agreement between the CRA & SWA was approved by the BCC in March 2018. The CRA received a 50% disbursement of total funds in April 2018.

SWA has approved an extension to the grant timeline and a change of scope to develop a dog park on three of the Oswego Avenue parcels targeted for the properties clean-up. The dog park will include areas and equipment for small and large dogs, fencing, landscaping, and benches. By the fall of 2018, the LWDD cleared a majority of the vegetation overgrowth along the L-2 canal leaving a window of opportunity in the budget to create a simple dog park and still maintain the overall budgeted amount.

### **PBC Transportation Planning Agency (TPA) Transportation Alternatives (TAP) & Local Initiatives (LI) Grants**

#### **FY20 Cherry Road Pedestrian & Safety Improvements (NEW)**

**Update:** The Cherry Road project received approval for funding by the TPA Governing Board in July, 2020.

The CRA engaged consultants, WGI to refine the Cherry Rd. improvements project for TPA TAP grant application submittal in the 2020 cycle. CRA Staff and WGI worked with Engineering on improving the proposed typical sections. The project proposes reduced travel lanes for traffic calming, new sidewalks on the south side of Cherry Rd east and west of the bridge to the intersection of Country Club Rd., a new 12' shared multi-use path on the north side of the corridor, new crosswalks, pedestrian scale lighting, and shade trees where allowed. The total project cost is \$1.96 million. The grant reimburses \$1 million. The application was submitted to the TPA on February 28, 2020.

#### **FY19 and Seminole Blvd. Complete Streets (FUNDED/ONGOING)**

**Update:** PBC Engineering has requested administration and design fees to initiate the project.

The Transportation Planning Agency Governing Board approved funding for the Seminole Blvd project at their July 18<sup>th</sup> meeting. The Seminole project was ranked #1. Staff and WGI presented the projects to FDOT and BTPAC in early April; Seminole was ranked #1 and Cherry Rd was #4. The Board recommended that the Seminole Blvd project should be prioritized since it ranked higher and is a larger project.

**Background:** The Board approved a two-fold work assignment with WGI in November 2018 to prepare a feasibility analysis to identify the best two projects to submit to the TPA for the 2019 Transportation Alternatives Program (TAP) cycle. Based on findings presented by WGI, the Board selected the following projects:

1. Seminole Blvd Complete Streets which expands existing sidewalks to 10-12 ft. multi-use paths on each side of the roadway, adds high visibility crosswalks at each intersection, adds pedestrian scale lighting, and shade trees. The project boundaries are from Okeechobee Blvd. to Oswego Ave. Total construction cost is \$1,622,979. The grant reimburses \$1 million.

TAP grant projects are designed and constructed within 3 years of prioritized funding. Design will begin in 2020 with construction completion in 2022.

#### **FY18 – Westgate Avenue Corridor Complete Streets (DESIGN 50% COMPLETE)**

Update: Design is nearly completed. American Consulting Engineers, ACE), the design engineers have finished phase 2 of the constructability plans. Due to the number of driveways and regulations for safe sight lines, the CRA must now work with certain owners to get approval to close access from Westgate where side and rear access is available in an effort to add more landscaping and on-street parking. The project cost estimate is \$4,752,321; \$2,324,351 in participating costs funded by FDOT. The CRA is responsible for PBC Engineering administrative, design and CEI costs.

Design is moving forward without a roundabout. CRA Staff met with County Roadway Production and the project consulting engineers in February to discuss the design, scope and timeline of the project. The CRA has been asked to provide input on lighting design and landscaping.

A County Selection Committee met in November 2019 and selected American Consulting Engineers of Florida (ACE) to design the project. CRA staff was in attendance for the presentations and scoring. The County Engineering Department had shortlisted three firms for the project, including CRA consultants WGI, however, volume of previous work was an overriding factor in selection.

Background Information: Staff engaged WGI to coordinate the preparation of travel demand forecast modelling to determine the impact of reducing Westgate Ave from 5 lanes to 3 lanes utilizing a road diet approach. WGI facilitated communication with PBC TPA and Engineering to determine the best design alternative, held a public input meeting, and drafted the final design for the project be used to obtain funding. WGI met with the Engineering Department to present the lane elimination plan. County staff is in support of the lane reduction from Wabasso to Congress, but they are not in support of the elevated landscape median. An alternative design, which allows for 3 lanes (2 thru lanes and one center turn lane), bike lanes, and floating landscape islands on both sides of the ROW alternating with on street parking was presented to County Engineering for approval and support. With assistance from WGI, the LI grant application was submitted on March 2, 2018. CRA staff is working with County Engineering and Administration to design and administer all 3 of the TPA grant projects.

The TPA Governing Board voted to adopt the TPA List of Priority Projects for the LRTP FY 2020-2024 at their September 20, 2018 meeting. Projects that met TPA and FDOT eligibility requirements were ranked by internal advisory boards, committees and TPA Staff to be forwarded the Governing Board. The Westgate Avenue Complete Streets project was ranked #1 of 6 entries to receive Local Initiatives Program funding. This project has been moved up the timeline due to the inability of other funded projects to proceed. Design can start in July 2019 for FY 2019/20. Construction funding will be approved after the design is completed.

#### **FY18 – Phase II Belvedere Heights Streetlights & Sidewalks (DESIGN STARTED)**

Update: The BCC is considering an agenda item on June 16<sup>th</sup> for the design of this second phase. The TPA Governing Board voted to adopt the TPA List of Priority Projects for the LRTP FY 2020-2024 at their September 20, 2018 meeting. Projects that met TPA and FDOT eligibility requirements were ranked by internal advisory boards, committees and TPA Staff to be forwarded the Governing Board. Phase II of the Belvedere Heights Streetlights and Sidewalks project was ranked #3 of 4. This project has been moved up the timeline due to the inability of other funded projects to proceed. Design can start in July 2019. Construction funding will be approved after the design is completed. The CRA needs to execute an MOU and provide upfront funding to the County for design.

Background Information: CRA staff prepared and submitted a Transportation Alternatives Program (TAP) grant application for Phase II – Wellington Road to Bridgeman Road, of the Belvedere Heights Neighborhood for sidewalks and streetlights to PBC TPA in March 2018.

**FY17 – Phase I Belvedere Heights Streetlights & Sidewalks (DESIGN COMPLETE)**

Update: The neighborhood has experienced chronic poor drainage and the water mains have reached the end of their useable life and must be replaced. Mock Roos, the contractor for the sidewalks/streetlights project requested that PBC Water Utilities do the water main work prior to the installation of sidewalks and they have agreed; Mock Roos will also do this work. Engenuity Group has been working on a drainage design for the area and a request has been made for Water Utilities in collaboration with Engineering to do this work ahead of sidewalk installation as well. Water main replacement will occur January thru March, 2021 with drainage in March thru July, 2021. Construction on the sidewalks project is set to begin in August 2021.

Engineers are preparing the second part of the design. The Engineering Department has engaged several consultants through a CRA/County MOU to implement the project. Design is almost completed. The County is currently reaching out to the residents.

Background Information: An application was submitted to the TPA Transportation Alternatives Grant to request almost \$1 Million to install sidewalks and streetlights in Belvedere Heights in 2017. The funds will not be available until 2019. The BCC approved Engineering Department sponsorship of the project via resolution in May 2018.

**CRA Strategic Plan (ONGOING)**

CRA staff is continuing to work on a 5-year strategic plan that will implement the goals and objectives of the amended Redevelopment Plan. A strategic plan will outline the specific tasks, timeline and budget required for redevelopment activities over the next 5 years. It can also serve as a platform for the CRA to refine its vision and mission statement in a way that is current with its shifting priorities. Staff has received some initial input from Board members. Work on the Strategic Plan is ongoing.

**Streetlights for Belvedere Homes (ONGOING)**

The Engineering Department is partnering with Office and Community Revitalization to install streetlight in Belvedere Homes. An initial meeting has been held. Citizens are currently gathering signatures and easement authorization from residents and property owners.

### **Proposed Private Redevelopment Projects**

Below is list of private development projects in the Westgate CRA that are in the entitlements or the permitting process:

<b>Projects</b>	<b>Address</b>	<b>Status</b>
Carwash	1098 N. Military Trail (Walmart MUPD)	<ul style="list-style-type: none"> <li>Demolish vacant restaurant, site plan abandonment of restaurant use &amp; DRO approval for a 2,600 sf automated carwash</li> </ul>
Cherry Road Plaza MUPD	Cherry Rd	<ul style="list-style-type: none"> <li>ABN, DOA, Variances, DRO approval for a 161,000 sf (phased) self-service storage facility</li> </ul>
Broward Motorsports	2300 Okeechobee Blvd	<ul style="list-style-type: none"> <li>DOA to address phased plan, additional square footage for storage &amp; retail, access</li> </ul>
Murphy Express Gas Station/C-store	1010 Military Trail (Walmart MUPD)	<ul style="list-style-type: none"> <li>In Zoning</li> <li>Demolish vacant Walgreens &amp; relocate and expand existing Murphy Express and add c-store</li> </ul>
Palm Key Apartments	Cherokee Ave	<ul style="list-style-type: none"> <li>In Zoning</li> <li>7 townhome-style multifamily units on .46 ac – utilizing CRA density bonus units</li> </ul>
1713 Quail (former Opportunity Inc.)	1713 Quail Drive	<ul style="list-style-type: none"> <li>Repurposing existing building for new medical office use</li> <li>Rezoning to CG, multiple variances</li> </ul>
Museo Vault self-service storage (now Uovo Art)	4200 Westgate Ave	<ul style="list-style-type: none"> <li>In Zoning</li> <li>proposing a 4-story, 50,000 sf fine art and antique storage facility</li> </ul>
Autumn Ridge LITC mixed use	Congress Ave	<ul style="list-style-type: none"> <li>In Zoning</li> <li>106 units by Landmark Construction, 90% of units at or below 60% of AMI – 77 DBP units, TCEA and rezoning from RM to CG</li> </ul>
Soapy Shark Car Wash (formerly KFC/Jack's)	2200 Okeechobee Blvd.	<ul style="list-style-type: none"> <li>Permitted</li> <li>DRO Approval &amp; 6 variances required</li> </ul>
Duplex development	1115 Osceola	<ul style="list-style-type: none"> <li>Utilizing 1 WCRA density bonus unit, non-conforming lot</li> </ul>
Small Home project	2611 Saranac	<ul style="list-style-type: none"> <li>Construction on first 7 units has begun in early 2021</li> <li>1-acre site newly subdivided into 14 25 ft. lots for small homes</li> </ul>
Congress Avenue - Greene Apartments	1600 N. Congress Ave	<ul style="list-style-type: none"> <li>Permitted</li> <li>198 units (138 density bonus units from WCRA pool; 55 income restricted)</li> <li>SFWMD permit received at end of July utilizing available acre feet from the Preserve</li> </ul>
MacDonald Industrial/McArthur Dairy	N. Florida Mango	<ul style="list-style-type: none"> <li>On hold</li> <li>Type 2 waiver for extended hours of operation. BCC approved January.</li> </ul>
Mi Pais Express (Fernandez) Mixed Use	2633 Westgate Ave	<ul style="list-style-type: none"> <li>Construction complete</li> </ul>
Dos Hermanos Mixed Use	Westgate & Seminole Blvd	<ul style="list-style-type: none"> <li>Administratively withdrawn</li> <li>Rezoning &amp; variances approved. DRO site plan approval. New architect</li> </ul>

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

**July 12, 2021**

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

Ms. Rufty, the Madam Chair, called the meeting to order at 5:15p.m. The roll was called by Ms. Pennell and Mr. Michel.

**Present:** Joanne Rufty  
Ruth Haggerty  
Joseph Kirby  
Ralph Lewis

**Absent:** Ronald L Daniels  
Enol Gilles  
Yeraldi Benitez

**Staff Present:** Elizée Michel, Executive Director  
Denise Pennell, Senior Planner  
Carmen Geraine, Bookkeeper  
Thomas J. Baird, Esq., General Counsel

**Absent:** Mai Bui, Administrative Assistant

**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**

- No Deletions, Substitutions to Agenda

**2. Adoption of Agenda**

- It was moved by Mr. Kirby 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 Mr. Kirby to adopt the minutes of the June 14, 2021 meeting. Motion carried (4-0)



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

- Due to technical difficulty, PBSO Deputy Robinson and Deputy Gomez could not give a brief report to the Board about police activities in the Westgate CRA area for the previous month.

#### **V. DISCLOSURES**

- No disclosures

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

- **Approval of Site Development Assistance Program Grant for Elite Capital & Development for Seven Single Family Homes on Osceola Drive and Saginaw Avenue.**
- **Approval of Loan Forgiveness of COVID-19 Small Business Emergency Relief Forgivable Loan Program for Anita's Mexican Grill**

**It was moved by Ms. Haggerty and seconded by Mr. Kirby to approve consent agendas. The motion passed unanimously (4-0)**

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

##### **1. Authorization to Submit Grant Application and Approval of Technical Assistance Funds for USDA Grants**

Mr. Michel presented that the CRA is partnering with the Department of Housing and Economic Development (DHED) to submit an application to solicit funding from the United States Department of Agriculture (USDA) through the Office of Urban Agriculture and Innovative Production (OUAIP) to enhance and expand the Community Garden and Green Market program. The purpose of the grant is to assist eligible entities with projects that support the development of urban agriculture and innovative production by providing funding to promote and encourage urban, indoor, and other emerging agricultural practices to improve access to local food in a target area.

The CRA is eligible to submit a request as a unit of local government and would qualify to receive up to \$300,000 out of the \$4,000,000 available for the nationwide competition. If the application is approved, the CRA will use the funds to leverage Tax Increment Financing Funds to build a greenmarket structure, develop satellite sites and additional community garden and greenmarket programs.

We believe that the partnership with the County will make the application more competitive. After the grants is received, DHES staff will also be a partner in the implementation of the grant.

The funding may be spread over a period of three years. Staff is seeking Board approval to set aside funding equivalent to a maximum of 15% of the grant award to cover administrative costs for the Department of Housing and Community Department for their participation in the implementation of the grant.

The 15% will not be included in the grant budget as applicants get more points if they spent more money on innovative programs instead of administrative activities. The Admin funds will come from the CRA TIF budget and can also be spread over three years.

Staff recommends that the Board authorize the grant application and approve admin technical assistance funds for DHED.

**It was moved by Ms. Haggerty and seconded by Mr. Kirby to authorize the grant application and approve admin technical assistance funds for DHED. The motion passed unanimously (4-0)**

## **2. Draft Budget for FY 2021-2022**

Mr. Michel presented the first reading of the Budget. The CRA Budget includes three parts, the Redevelopment Trust Fund, the Capital Improvement Project, and the Transportation Enhancement grants. The Redevelopment Trust Fund presents in a line-by-line format all the items funded by the tax increment revenues and rental income. The total amount projected for the Trust fund is \$5,028,100. This part details the administrative and the programmatic expenses. A new program is being proposed to encourage public arts development throughout the CRA. The preliminary tax roll value shows that the TIF might increase by 7.8% this year (an increase of \$212,691 to last year's TIF); The final tax is computed at the end of the year. We won't have a final number until March 2022.

The Capital Improvement Project portion provides funding from the trust fund and grants to complete infrastructure improvement projects and acquire properties for redevelopment. The grants received from CDBG and SWA are included in this portion of the Budget. An amount is also included for the USDA grant. The Total amount projected for Capital Improvement is \$2,729,000.

The Transportation Enhancement part shows the grants received from the Transportation Planning Agency and the Department of Transportation. These grants are being managed by the Palm Beach County Engineering Department, but they were awarded to the CRA through grant applications submitted by CRA Staff. These funding is provided on a reimbursement basis. This information is being shared with the Board to show the TPA grant activities and timeline. These funding are not administered by the CRA.

This is the first reading of the budget. Staff is only seeking input. A final budget will be presented at next month meeting. It will include considerations and input from the July meeting.

**3. Approval Funding for Construction and Engineering and Inspection (CEI) for Belvedere Phase II**

Mr. Michel introduced the item. The CRA is working with Palm Beach County Engineering to install streetlights and sidewalks in Belvedere Heights with a grant from the Florida Department of Transportation. The construction project is scheduled to start early next year. When the project starts, the County will hire consultants for construction engineering and inspection (CEI). This cost is estimated at \$275,000. The County is requesting a prepayment for that amount to avoid delaying the project.

Staff recommends that the Board authorizes staff to prepay the County \$275,000 for CEI for Belvedere Heights Phase II.

**It was moved by Ms. Haggerty and seconded by Mr. Kirby to authorize staff to prepay the County \$275,000 for CEI. The motion passed unanimously (4-0)**


**VIII. STAFF REPORTS**

In response to Ms. Haggerty's inquiry about page 106 and 107 of the Board packet referring to the neighborhood letter and map, Mr. Michel clarifies that the County's Water Utility Department is informing the residents of Belvedere Homes that they are designing a watermain replacement project for the area located south of Cherry Road and West of Clubhouse Dr. The pipes in that area are at the end of their useful life. WUD is working with Keshavarz and Associates to complete the design. Construction of the project is planned to start in the fall of 2022.

The Belvedere Heights drainage and watermain replacement is progressing on schedule. It is planned to be completed at the end of August.

**IX. AJOURNMENT**

**It was moved by Ms. Haggerty and seconded by Mr. Kirby to adjourn the meeting. The meeting adjourned at 5:50p.m.**

  
\_\_\_\_\_  
Mai Bui

Administrative Assistant, Westgate CRA

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

**August 09, 2021**

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

Mr. Daniels, the Board Chair, called the meeting to order at 5:40p.m. The roll was called by Ms. Bui.

**Present:** Ronald Daniels  
Ruth Haggerty  
Ralph Lewis

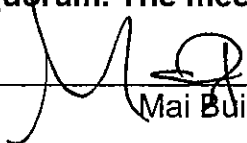
**Absent:** Joanne Rufty  
Joseph Kirby  
Enol Gilles  
Yeraldi Benitez

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

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

**IX. AJOURNMENT**

It was moved by Ms. Haggerty and seconded by Mr. Lewis to adjourn the meeting due to no quorum. The meeting adjourned at 5:42p.m.

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

YINGEL INC. D/B/A MUFFLERS BRAKES AND MORE

2536 OKEECHOBEE BLVD.

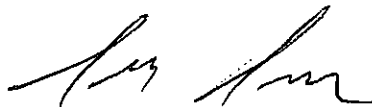
WEST PALM BEACH, FL 33409

561-684-0543, 561-684-6585 (FAX)

To Whom It May Concern,

This letter is to request forgiveness for the *Westgate CRA COVID-19 Small Business Emergency Relief Forgivable Loan Program* loan we obtained from you (approved on 9/14/2020) in the amount of \$10,000.00 as we have submitted supporting documents to show that the money was used for payroll expenses. The supporting documents were transmitted to Ms. Denise Pennell via email attachment on 8/20/2021.

Thank You For Your Kind Attention,

 8/23/2021

Shel Shanak (Co-Director Yingel Inc d/b/a Mufflers, Brakes and More)

Form **941 for 2020: Employer's QUARTERLY Federal Tax Return**  
(Rev. January 2020) Department of the Treasury — Internal Revenue Service

950117  
OMB No. 1545-0029

Employer identification number (EIN)   -

Name (not your trade name)

Trade name (if any)

Address   
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

**Report for this Quarter of 2020**  
(Check one.)

- ☐ 1: January, February, March  
☐ 2: April, May, June  
☐ 3: July, August, September  
☒ 4: October, November, December
- Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<input type="text" value="3"/>																																																																				
2	Wages, tips, and other compensation	2	<input type="text" value="18,000.00"/>																																																																				
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="1131.00"/>																																																																				
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.																																																																					
<table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th>Column 1</th> <th></th> <th>Column 2</th> </tr> </thead> <tbody> <tr> <td>5a Taxable social security wages</td> <td><input type="text" value="18,000.00"/></td> <td>× 0.124 =</td> <td><input type="text" value="2,232.00"/></td> </tr> <tr> <td>5b Taxable social security tips</td> <td><input type="text" value=""/></td> <td>× 0.124 =</td> <td><input type="text" value=""/></td> </tr> <tr> <td>5c Taxable Medicare wages &amp; tips</td> <td><input type="text" value="18,000.00"/></td> <td>× 0.029 =</td> <td><input type="text" value="522.00"/></td> </tr> <tr> <td>5d Taxable wages &amp; tips subject to Additional Medicare Tax withholding</td> <td><input type="text" value=""/></td> <td>× 0.009 =</td> <td><input type="text" value=""/></td> </tr> <tr> <td>5e Add Column 2 from lines 5a, 5b, 5c, and 5d</td> <td colspan="3">5e <input type="text" value="2,574.00"/></td> </tr> <tr> <td>5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)</td> <td colspan="3">5f <input type="text" value=""/></td> </tr> <tr> <td>6 Total taxes before adjustments. Add lines 3, 5e, and 5f</td> <td colspan="3">6 <input type="text" value="3,885.00"/></td> </tr> <tr> <td>7 Current quarter's adjustment for fractions of cents</td> <td colspan="3">7 <input type="text" value=""/></td> </tr> <tr> <td>8 Current quarter's adjustment for sick pay</td> <td colspan="3">8 <input type="text" value=""/></td> </tr> <tr> <td>9 Current quarter's adjustments for tips and group-term life insurance</td> <td colspan="3">9 <input type="text" value=""/></td> </tr> <tr> <td>10 Total taxes after adjustments. Combine lines 6 through 9</td> <td colspan="3">10 <input type="text" value="3,885.00"/></td> </tr> <tr> <td>11 Qualified small business payroll tax credit for increasing research activities. Attach Form 8974</td> <td colspan="3">11 <input type="text" value=""/></td> </tr> <tr> <td>12 Total taxes after adjustments and credits. Subtract line 11 from line 10</td> <td colspan="3">12 <input type="text" value="3,885.00"/></td> </tr> <tr> <td>13 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter</td> <td colspan="3">13 <input type="text" value="3,885.00"/></td> </tr> <tr> <td>14 Balance due. If line 12 is more than line 13, enter the difference and see instructions</td> <td colspan="3">14 <input type="text" value="0.00"/></td> </tr> <tr> <td>15 Overpayment. If line 13 is more than line 12, enter the difference</td> <td colspan="3"> <input type="text" value=""/> Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.         </td> </tr> </tbody> </table>					Column 1		Column 2	5a Taxable social security wages	<input type="text" value="18,000.00"/>	× 0.124 =	<input type="text" value="2,232.00"/>	5b Taxable social security tips	<input type="text" value=""/>	× 0.124 =	<input type="text" value=""/>	5c Taxable Medicare wages & tips	<input type="text" value="18,000.00"/>	× 0.029 =	<input type="text" value="522.00"/>	5d Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text" value=""/>	× 0.009 =	<input type="text" value=""/>	5e Add Column 2 from lines 5a, 5b, 5c, and 5d	5e <input type="text" value="2,574.00"/>			5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f <input type="text" value=""/>			6 Total taxes before adjustments. Add lines 3, 5e, and 5f	6 <input type="text" value="3,885.00"/>			7 Current quarter's adjustment for fractions of cents	7 <input type="text" value=""/>			8 Current quarter's adjustment for sick pay	8 <input type="text" value=""/>			9 Current quarter's adjustments for tips and group-term life insurance	9 <input type="text" value=""/>			10 Total taxes after adjustments. Combine lines 6 through 9	10 <input type="text" value="3,885.00"/>			11 Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11 <input type="text" value=""/>			12 Total taxes after adjustments and credits. Subtract line 11 from line 10	12 <input type="text" value="3,885.00"/>			13 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13 <input type="text" value="3,885.00"/>			14 Balance due. If line 12 is more than line 13, enter the difference and see instructions	14 <input type="text" value="0.00"/>			15 Overpayment. If line 13 is more than line 12, enter the difference	<input type="text" value=""/> Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.		
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► You MUST complete both pages of Form 941 and SIGN it.

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher.

Cat. No. 17001Z

Form **941** (Rev. 1-2020)

Next ►

22

Name (not your trade name)

Employer identification number (EIN)

YINGEL INC.

65-0893814

**Part 2: Tell us about your deposit schedule and tax liability for this quarter.**

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

- 16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

- ☒ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 1,295. 00

Month 2 1,295. 00

Month 3 1,295. 00

Total liability for quarter 3,885. 00

Total must equal line 12.

- ☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

**Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.**

- 17 If your business has closed or you stopped paying wages . . . . . ☐ Check here, and enter the final date you paid wages / / .

- 18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.

**Part 4: May we speak with your third-party designee?**

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

- ☐ Yes. Designee's name and phone number

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

☐ ☐ ☐ ☐ ☐

- ☒ No.

**Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

**X**

Sign your name here

Print your name here

SHELDON SHANAK

Print your title here

CO-DIRECTOR

Date / /

Best daytime phone 561-793-4849

**Paid Preparer Use Only**Check if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date

/ /

Firm's name (or yours if self-employed)

EIN

Address

Phone

City

State

ZIP code



**SG**

**SHUBWAY GROUP INC.**

1334 N MILITARY TRAIL  
WEST PALM BEACH, FL 33409

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August, 20 2021  
Re: Loan Forgiveness

**WESTGATE CRA, PALM BEACH COUNTY  
1280 N CONGRESS AVE., SUITE 215  
WEST PALM BEACH, FL 33409**

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Dear Westgate CRA,

Please let this letter serve as a request for forgiveness for the loan in the amount of \$10,000.00 that was granted to us in 09/2020. I do not only want to ask for forgiveness but, I would also like to thank you very much for the funds that helped us get thru the difficult times we all had to endure.

I have previously provided via email on 08/17/2021 to Denise Pennell our companies 941s for the 4<sup>th</sup> quarter of 2020. The documents will reflect that we completely expended the \$10,000.00 loan on employee payroll.

I once again want to thank the Westgate CRA for helping us during this crisis. We are proud to be part of the Community.

Sincerely,



Denny Shub  
Shubway Group Inc.



Form **941 for 2020: Employer's QUARTERLY Federal Tax Return**

(Rev. July 2020)

Department of the Treasury -- Internal Revenue Service

OMB No. 1545-0029

Employer identification number (EIN)	4	6	-	3	8	5	5	7	5	8
Name (not your trade name)	SHUBWAY GROUP INC									
Trade name (if any)										
Address	1334 N MILITARY TRAIL									
Number	Street				Suite or room number					
WEST PALM BEACH				FL		33409				
City				State		ZIP code				
Foreign country name				Foreign province/county		Foreign postal code				

**Report for this Quarter of 2020 (Check one.)**

- ☐ 1: January, February, March
- ☐ 2: April, May, June
- ☐ 3: July, August, September
- ☒ 4: October, November, December

Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

1	Number of employees who received wages, tips, or other compensation for the pay period including: Sept. 12 (Quarter 3) or Dec. 12 (Quarter 4)	1	9																												
2	Wages, tips, and other compensation	2	65,463.28																												
3	Federal income tax withheld from wages, tips, and other compensation	3	3,648.13																												
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.																													
<table border="0"> <thead> <tr> <th></th> <th>Column 1</th> <th></th> <th>Column 2</th> </tr> </thead> <tbody> <tr> <td>5a</td> <td>Taxable social security wages</td> <td>65,463.28 × 0.124 =</td> <td>8,117.45</td> </tr> <tr> <td>5a</td> <td>(i) Qualified sick leave wages</td> <td> × 0.062 =</td> <td>.</td> </tr> <tr> <td>5a</td> <td>(ii) Qualified family leave wages</td> <td> × 0.062 =</td> <td>.</td> </tr> <tr> <td>5b</td> <td>Taxable social security tips</td> <td> × 0.124 =</td> <td>.</td> </tr> <tr> <td>5c</td> <td>Taxable Medicare wages &amp; tips</td> <td>65,463.28 × 0.029 =</td> <td>1,898.44</td> </tr> <tr> <td>5d</td> <td>Taxable wages &amp; tips subject to Additional Medicare Tax withholding</td> <td> × 0.009 =</td> <td>.</td> </tr> </tbody> </table>					Column 1		Column 2	5a	Taxable social security wages	65,463.28 × 0.124 =	8,117.45	5a	(i) Qualified sick leave wages	× 0.062 =	.	5a	(ii) Qualified family leave wages	× 0.062 =	.	5b	Taxable social security tips	× 0.124 =	.	5c	Taxable Medicare wages & tips	65,463.28 × 0.029 =	1,898.44	5d	Taxable wages & tips subject to Additional Medicare Tax withholding	× 0.009 =	.
	Column 1		Column 2																												
5a	Taxable social security wages	65,463.28 × 0.124 =	8,117.45																												
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5a	(ii) Qualified family leave wages	× 0.062 =	.																												
5b	Taxable social security tips	× 0.124 =	.																												
5c	Taxable Medicare wages & tips	65,463.28 × 0.029 =	1,898.44																												
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	× 0.009 =	.																												
5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e	10,015.89																												
5f	Section 3121(q) Notice and Demand —Tax due on unreported tips (see instructions)	5f	.																												
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	13,664.02																												
7	Current quarter's adjustment for fractions of cents	7	.01																												
8	Current quarter's adjustment for sick pay	8	.																												
9	Current quarter's adjustments for tips and group-term life insurance	9	.																												
10	Total taxes after adjustments. Combine lines 6 through 9	10	13,664.03																												
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11a	.																												
11b	Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1	11b	.																												
11c	Nonrefundable portion of employee retention credit from Worksheet 1	11c	.																												

▶ You MUST complete all three pages of Form 941 and SIGN it.

Next →

Name (not your trade name)  
SHUBWAY GROUP INC

Employer identification number (EIN)  
46-3855758

**Part 1:** Answer the questions for this quarter. (continued)

- 11d Total nonrefundable credits. Add lines 11a, 11b, and 11c. . . . . 11d
- 12 Total taxes after adjustments and nonrefundable credits. Subtract line 11d from line 10 . . . . . 12
- 13a Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter . . . . 13a
- 13b Deferred amount of social security tax . . . . . 13b
- 13c Refundable portion of credit for qualified sick and family leave wages from Worksheet 1. . . . 13c
- 13d Refundable portion of employee retention credit from Worksheet 1 . . . . . 13d
- 13e Total deposits, deferrals, and refundable credits. Add lines 13a, 13b, 13c, and 13d . . . . . 13e
- 13f Total advances received from filing Form(s) 7200 for the quarter . . . . . 13f
- 13g Total deposits, deferrals, and refundable credits less advances. Subtract line 13f from line 13e . . 13g
- 14 Balance due. If line 12 is more than line 13g, enter the difference and see the instructions . . . . . 14
- 15 Overpayment. If line 13g is more than line 12, enter the difference  Check one: ☐ Apply to next return. ☐ Send a refund.

**Part 2:** Tell us about your deposit schedule and tax liability for this quarter.

If you're unsure about whether you're a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

- 16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you're a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

- ☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1

Month 2

Month 3

Total liability for quarter

Total must equal line 12.

- ☒ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941. Go to Part 3.

► You MUST complete all three pages of Form 941 and SIGN it.

Next ➡

Name (not your trade name)

SHUBWAY GROUP INC

Employer identification number (EIN)

46-3855758

**Part 3:** Tell us about your business. If a question does NOT apply to your business, leave it blank.

- 17 If your business has closed or you stopped paying wages . . . . . ☐ Check here, and enter the final date you paid wages ; also attach a statement of your return. See Instructions.
- 18 If you're a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.
- 19 Qualified health plan expenses allocable to qualified sick leave wages . . . . . 19
- 20 Qualified health plan expenses allocable to qualified family leave wages . . . . . 20
- 21 Qualified wages for the employee retention credit . . . . . 21
- 22 Qualified health plan expenses allocable to wages reported on line 21 . . . . . 22
- 23 Credit from Form 5884-C, line 11, for this quarter . . . . . 23
- 24 Deferred amount of the employee share of social security tax included on line 13b . . . 24
- 25 Reserved for future use . . . . . 25

**Part 4:** May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number 

Select a 5-digit personal identification number (PIN) to use when talking to the IRS.

    ☒ No.**Part 5:** Sign here. You MUST complete all three pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

**X**Sign your  
name hereREFERENCE COPY PREPARED BY PAYCHEX  
DO NOT FILEPrint your  
name herePrint your  
title here

Date

Best daytime phone

**Paid Preparer Use Only**Check if you're self-employed ☐

Preparer's name

PTIN

Preparer's signature

Date

Firm's name (or yours  
if self-employed)

EIN

Address

Phone

City

State

ZIP code

**Schedule B (Form 941):****Report of Tax Liability for Semiweekly Schedule Depositors**

(Rev. January 2017)

Department of the Treasury -- Internal Revenue Service

Employer identification number  
(EIN)

4 6 - 3 8 5 5 7 5 8

Name (not your trade name)

SHUBWAY GROUP INC

Calendar year

2 0 2 0

(Also check quarter)

**Report for this Quarter ...  
(Check one.)**

- ☐ 1: January, February, March
- ☐ 2: April, May, June
- ☐ 3: July, August, September
- ☒ 4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; don't use it to show your deposits. When you file this form with Form 941 or Form 941-SS, don't change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you're a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 for details.

**Month 1**

1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	971.02
5		13		21	999.33	29	
6		14	971.07	22		30	
7	1,014.44	15		23		31	
8		16		24			

Tax liability for Month 1

3,955.86

**Month 2**

1		9		17		25	1,033.48
2		10	1,070.70	18	1,054.51	26	
3		11		19		27	
4	1,009.42	12		20		28	
5		13		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

Tax liability for Month 2

4,168.11

**Month 3**

1		9	1,161.74	17		25	
2	1,090.76	10		18		26	
3		11		19		27	
4		12		20		28	
5		13		21		29	
6		14		22		30	1,056.76
7		15		23	1,121.17	31	
8		16	1,109.63	24			

Tax liability for Month 3

5,540.06

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ►

Total must equal line 12 on Form 941 or Form 941-SS.

Total liability for the quarter

13,664.03

**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY ("WESTGATE CRA")**  
**PALM BEACH COUNTY, FLORIDA**  
**BID PROPOSAL**

**WESTGATE DOG PARK**  
**CRA PROJECT NO. 2021-01**

**Name of Bidder:** All-Site Construction, Inc

**Phone Number:** 561-848-1110 **Email Address:** Ezra@allsiteinc.net

**Submitted:** 7/26, 2021.

Westgate CRA  
1280 N. Congress Avenue, Suite 215  
West Palm Beach, Florida 33409

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid Proposal, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the Bid Proposal of the Contract to which the work pertains; that this Bid Proposal is made without connection or arrangement with any other person, company, or parties submitting a Bid or Proposal and that the Bid Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that they have examined the site of the work, or Bidder has made sufficient test holes and/or other subsurface investigations to be fully satisfied, and that from personal knowledge and experience such a site is a correct and suitable one for this work and Bidder assumes full responsibility therefore; that Bidder has examined the Drawings and Specifications for the work to be done and has examined the other Contractual Documents relating thereto, including the Advertisement for Bids, Instructions to Bidders, Bid Proposal, Insurance requirements, form of Contract, General Conditions and Supplementary Conditions, Technical Specifications, Drawings and has read all Addenda prior to the opening of Bids, and that Bidder is satisfied fully, relative to all matters and conditions with respect to the work to which this Bid Proposal pertains.

Commercial Non-Discrimination Certification. The undersigned Bidder hereby certifies and agrees that the following information is correct: In preparing its response to this Solicitation, the Bidder has considered all proposals submitted from qualified, potential Subcontractors and suppliers, and has not engaged in "discrimination" as defined in the County's Commercial Nondiscrimination Policy as set forth in Resolution 2017-1770 as amended.

The Bidder proposes and agrees, if this Bid Proposal is accepted, to Contract with the Westgate CRA, in the form of Contract specified, to furnish all necessary materials, all equipment, all necessary machinery, tools, apparatus, means of transportation, and labor necessary to complete the work specified in the Bid Proposal and the Contract, and called for by the Drawings and Specifications and in the manner specified.

WESTGATE DOG PARK  
2021-01

00300-1

The Bidder hereby agrees to commence work under this contract on a date to be specified in written "Notice to Proceed" by the Westgate CRA and to fully complete the project,

within one hundred and twenty (120) consecutive calendar days,  
with substantial completion within ninety (90) consecutive calendar days.

thereafter as stipulated in the Contract Documents. The Bidder further agrees to pay as liquidated damages the sum of \$250.00 for each consecutive calendar day thereafter, through the calendar day on which the project is complete in accordance with the Contract Documents.

The Bidder further agrees to execute a Contract and furnish satisfactory Insurance Certificates within the fifteen (15) consecutive calendar days after written notice being given by the Westgate CRA of the award of the Contract.

The Bidder is responsible for determining the existing site conditions and quantity estimates. The undersigned agrees to accept in full compensation for a firm fixed price all the work described in the Contract Documents, and enumerated in the following bid schedule:

**STATE PRICE IN WORDS AND FIGURES**

**TOTAL BASE BID FOR WESTGATE DOG PARK:**

One hundred thousand four hundred Sixty - Eight  
76/100 DOLLARS (\$ 189,468.76)

BIDDER: All-Site Construction, Inc

DATE: 7/26/21

WESTGATE DOG PARK BASE BID SCHEDULE					
	Description	Unit	Quantity	Unit Cost	Total
General					
1	Permit Fees	LS	1	3731.13	3731.13
2	Mobilization	LS	1	33941.70	33941.70
3	Trash Removal	LS	1	1170	1170.00
4	On-Site Materials Storage	LS	1	11.70	11.70
				TOTAL	38,854.53
Hardscape / Site Furnishings					
1	4" Concrete Pads	SF	120	53.82	6458.40
2	Benches (incl. freight & taxes)	EA	6	1737.45	10424.70
3	Trash Receptacles (incl. freight & taxes)	EA	2	3437.46	6874.92
4	Waste station	EA	2	585	1170.00
	Waste station - bag dispenser only - mounted on U-channel posts (incl. freight & taxes)	EA	2	760 <sup>50</sup>	1521.00
5	Drinking Fountain	EA	1	5850	5850.00
6	Dog Park Rules Sign	EA	1	2925	2925.00
7	Site Furnishings/Park Equipment Installation	EA	1	1404	1404.00
8	4' Chain-link Fencing (furnish and install)	LF	530	29.25	15502.50
9	4' Chain-link Gates (furnish and install)	EA	4	585	2340.00
10	6' Chain-link Fencing w/ Tennis Court Screening (furnish and install)	LF	60	29.25	1755.00
11	Aluminum Entry Feature (furnish and install)	EA	1	6146 <sup>01</sup>	6146.01
				TOTAL	59739.03
Landscape / Irrigation					
1	Tree Removal (canopy trees)	EA	6	936	5616.00
2	Tree Removal (palms - all sizes)	EA	2	936	1872.00
3	Clear & Grub	LS	1	9828	9828.00
4	Berming (clean fill)	CY	70	23.4	1638.00
5	St. Augustine Sod, installed	SF	15,026	.667	10,020.84
6	Cocoplum Shrub, furnish and install	EA	39	14.04	547.56
7	Small Leaf Clusia Shrub, furnish and install	EA	20	14.04	280.80
8	Dwarf Fakahatchee Grass, furnish and install	EA	10	11.7	117.00
9	Silver Button Wood, furnish and install	EA	7	1053	7371.00
10	Southern Live Oak, furnish and install	EA	3	6142.75	1842.75
11	Cabbage Palmetto (Sabal palms), furnish and install	EA	12	351	4212.00

00300-3

12	Irrigation System, furnish and install	LF	15,418	1,702	10823.44
13	1" Water Meter Install	EA	1	9945	9945
14	Electrical Connection for Irrigation System	EA	1	2047.00	2047.50
				TOTAL	659161.89
					SUBTOTAL 164,755.45
					15% CONTINGENCY 24,713.32
					GRAND TOTAL 189,468.76

\*Note: Bidder should verify estimated quantity.

TOTAL BASE BID: 189,468.76

BIDDER: All-Site Construction Inc

DATE: 7/26/21



# OEBO SCHEDULE 1

## LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

SOLICITATION/PROJECT/BID NAME: Westgate CRA Dog Park SOLICITATION/PROJECT/BID No.: 2021-01

NAME OF PRIME RESPONDENT/BIDDER: All-Site Construction, Inc ADDRESS: 2915 E Tamarind Ave West Palm Beach FL 33407

CONTACT PERSON: Ezra Safold PHONE NO.: 561-848-1110 E-MAIL: \_\_\_\_\_

SOLICITATION OPENING/SUBMITTAL DATE: 7/26/21 DEPARTMENT: Estimating

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)				DOLLAR AMOUNT OR PERCENTAGE OF WORK				Other (Please Specify)
	Non-SBE	M/WBE	SBE	Small Business	Black	Hispanic	Women	Caucasian	
1. All-Site Construction, Inc 2915 E Tamarind Ave WPB FL 33407-1110	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
2. A Cut Above Landscape & Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					39792.85
3. Daniels Fence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					20987
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

(Please use additional sheets if necessary)

Total Bid Price \$ 189,408.76

Total 128,688.91

Total SBE - M/WBE Participation 35%

I hereby certify that the above information is accurate to the best of my knowledge:

[Signature]

Title

- Note:
- The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
  - Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or an M/WBE, please indicate the dollar amount under the appropriate category.
  - Modification of this form is not permitted and will be rejected upon submittal.

# OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 202101

SOLICITATION/PROJECT NAME: Westgate Dog Park

Prime Contractor: All-Site Construction Inc

Subcontractor: \_\_\_\_\_

(Check box(s) that apply)

☒ SBE ☐ WBE ☐ MBE ☐ M/WBE ☐ Non-S/M/WBE

Date of Palm Beach County Certification (if applicable): 8/11/17

The undersigned affirms they are the following (select one from each column if applicable):

**Column 1**

☒ Male ☐ Female

**Column 2**

☒ African-American/Black ☐ Asian American ☐ Caucasian American  
☐ Hispanic American ☐ Native American

**Column 3**

☐ Supplier

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Construction Management Services				128,688.91
	Cleaning & Grubbing				
	Concrete				
	Site work				

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: 128,688.91

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage: \_\_\_\_\_

All-Site Construction

Print Name of Prime

By: \_\_\_\_\_

Authorized Signature

Ezra Saffold

Print Name

President

Title

Date: 7/26/21

Print Name of Subcontractor/subconsultant

By: \_\_\_\_\_

Authorized Signature

Print Name

Title

Date: \_\_\_\_\_

Revised 09/17/2019

Acknowledgment is hereby made of the following Addenda received since issuance of Plans and Specifications:

Addendum No.   0   Dated:            Addendum No.            Dated:           

Addendum No.            Dated:            Addendum No.            Dated:           

The following Documents are attached to and made a condition of the Bid:

- a. Corporate or Partnership Certificate as applicable
- b. Bidders Qualification Form
- c. Subcontractors List

Full names of persons and firms interested in the foregoing bid as principals are as follows:

Ezra Saffold, president

<b>SITE INSPECTION FORM</b> (Name of person who inspected site of proposed work for your firm)	
Name:	<u>Ezra Saffold</u>
Date of Inspection:	<u>7/12/21</u>
Name of Bidder, Corporation, Firm or Individual:	<u>All-Site Construction, LLC</u>
Business Address of Corporation, Firm or Individual:	<u>2915 E Tamarind Ave WPA</u>
Phone Number:	<u>561-8481110</u>
By: <u>[Signature]</u>	(SEAL IF A CORPORATION)
Signature	
	<u>Ezra Saffold president</u>
	Typed Name and Title

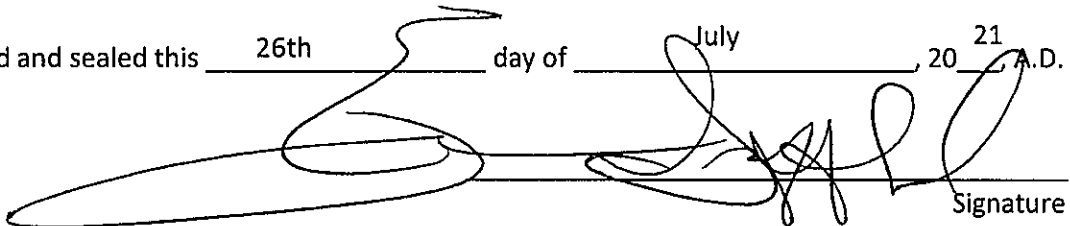
CORPORATE CERTIFICATE

<b>PROJECT NAME:</b>	<b>WESTGATE DOG PARK</b>
<b>PROJECT NUMBER:</b>	<b>2021-01</b>

I, Ezra Saffold, certify:

1. That I am the President, of the Corporation  
Officer named in the foregoing Bid Proposal; and
2. That Ezra Saffold  
who signed said Bid Proposal on behalf of the Contractor was then  
President of the said Corporation; Officer and  
authorized to sign the Bid Proposal, and is authorized to sign Contracts and  
other instruments on behalf of Corporation; and
3. That submitting said Bid Proposal and entering into a Contract with the  
Owner for the construction of the work based upon said Bid Proposal, is  
within the scope of the corporate powers of the Corporation.
4. That the Corporation is in good standing and authorized to do business in  
the State of Florida.

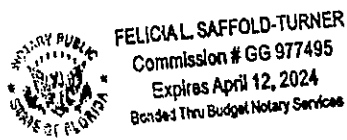
Signed and sealed this 26th day of July, 2021 A.D.

  
Signature

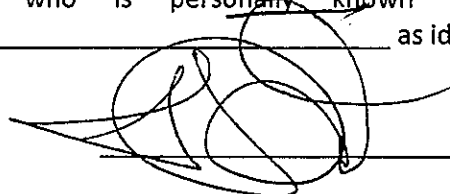
Ezra Saffold, President

Corporate Seal

Sworn to and subscribed before me this 26 day of July, 2021, by  
Ezra Saffold, who is personally known to me, or who  
produced \_\_\_\_\_ as identification.



Notary Seal

  
Signature of Notary

Commission No.: GG977495

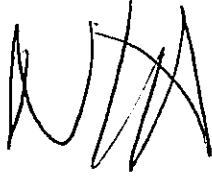
WESTGATE DOG PARK  
2021-01

PARTNERSHIP CERTIFICATE

PROJECT NAME: WESTGATE DOG PARK  
PROJECT NUMBER: 2021-01

STATE OF FLORIDA )

) SS



\_\_\_\_\_, being duly sworn, deposes and says; that he/she is a member of the partnership firm designated as \_\_\_\_\_, and named in the foregoing Bid Proposal. That he/she has been duly vested with authority to submit the Bid Proposal and to make and sign instruments for the partnership by \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ who constitute all other members of the Partnership.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

\_\_\_\_\_  
Signature, General Partner

By:

\_\_\_\_\_  
Name & Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me, or who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary

Commission No.: \_\_\_\_\_

\_\_\_\_\_  
Notary Seal

WESTGATE DOG PARK  
2021-01

00409-2

## BIDDERS QUALIFICATION FORM

PROJECT NAME:	WESTGATE DOG PARK	DATE:	7/26/21
PROJECT NUMBER:	2021-01		

Please fill out this form completely and submit with each Bid Proposal. Additional information may be required. Failure to comply with this requirement will render the proposal informal and may cause its rejection.

In order for the Westgate CRA to properly qualify your firm and its Bid Proposal for the referenced project, please provide the following information:

- 1. Legal Name and Address:**

Name: All-Site Construction Inc  
Address: 2915 E Tamarind Ave  
Phone: 561-848-1110 Email Address: Ezra@allsiteinc.net  
City, State, Zip: West Palm Beach, FL 33407

2. Check one: Corporation:   x   Partnership:            Individual:

3. If Corporation, state:

Date of Incorporation: 9/14/2001  
State in which Incorporated: Florida

4. If an out-of-state Corporation currently authorized to do business in Florida, give date of such authorization: N/A

- |    |   |                          |
|----|---|--------------------------|
| 5. | Name and Title of Principal Officers:<br>Ezra Saffold | Date Elected:<br>9/14/01 |
|----|---|--------------------------|

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- 5.1 Name of Qualifying Agents: Date of Initial Qualification:

Ezra Saffold

- 5.2 Name of Financially Responsible Officers (if any):

Ezra Saffold

6. If Partnership, state: \_\_\_\_\_ Date of Partnership: \_\_\_\_\_

Name and Address of Partners:

N/A

7. If Sole Proprietorship, state: \_\_\_\_\_ Name and Address of Owner: \_\_\_\_\_

N/A

8. List State, County or other Public Agencies with which your organization is qualified to perform work by some means of pre-qualification:

Agency	Trade in which Qualified	Expiration Date	Amount Approved
Palm Beach County CID - CM at Risk - 08/2021 - NTE 2M			
Palm Beach County Annual Minor Contract - CM - 02/2025 - NTE 5M			
Palm Beach County School Board - CMAR - 08/2022 - NTE 5M			

9. Has your Organization or any member been involved in any litigation, arbitration or administrative proceeding within the last ten (10) years as a result of construction contracts, including but not limited to liens, delays, defective performance or workmanship? If yes, provide the following information for each case: (submit attachments as necessary.)

a. Style or caption of litigation OR ARBITRATION; \_\_\_\_\_ No

b. All parties to such proceedings:

N/A

c. Names, addresses, telephone numbers of Attorneys for each party:

N/A

d. Date Litigation Started: N/A

e. Status of Case: N/A

f. Provide explanation of each claim by and against each party. (Attachments, as necessary.)

10. Have you or any principal of your company ever declared bankruptcy?

Yes \_\_\_\_\_ No x

If Yes, provide dates and particulars:

Date	Reason
------	--------

N/A

11. List three (3) construction-related credit references.

Name	Address	Phone No.
Aldrich Tool Rentals	1601 N Congress Ave, West Palm Beach, FL 33409	561-683-8511
Maschmeyer concrete Co	Lake Park FL	561-848-9112
Home Depot	West Palm Beach FL	561-683- 7221

12. List all subsidiaries or holding companies:

None

13. List Corporate names or business names under which each of the principals in the present Corporation have done business for the last ten years.

All-Site Construction Inc



14. List major subcontractors and suppliers from your three (3) largest most recent projects:

Project Name	Subcontr./Supp.	Contact	Phone
Broward Health Office Renovations	Advanced HVAC Contractors	Donald Macrostie	561-267-6636
Single Point of Entry Schools	Cherokee Glass & Mirrors	Dean Latta/ Phil Reynolds	561-586-7060
SWA Switchgear Replacement & Building Upgrades	Proshell Construction	Julien Beauregard	561-684-4959

15. State construction experience of principal members of your organization:

Name & Title	Years Exper.	Type Work	Cost Range	In What Capacity
Ezra Saffold	30	Construction Management Services	2-6M	Executive
Please see attached resumes of available team members				

List projects under direct supervision of the assigned Qualifying Agent(s), Project Manager(s), and/or Superintendent. (Attachments.)

Project/Type	Size/Value	Date
Broward Health Corporate Offices	1.5M	8/2021
Lake Worth Children Academy	2M	02/2022
John Prince Park - Boat Remp Replacement	670K	11/2021

If not listed above, provide work experience or assigned Qualifying Agent(s), Project Manager(s) and/or Superintendent.

Please see attached resume

16. List licenses of key members, including Qualifying Agents, and attach copies, including Certificate of Competency:

CGC1526181 General Construction License

17. List three (3) similar projects your organization has completed in the last five (5) years. List similar Florida Public Works projects first.

NAME OF PROJECT Alton Park - New park construction ADDRESS Palm Beach Gardens FL  
OWNER North Palm Beach County Improvement District ADDRESS 5100 Beckman Terrace PBG FL  
PHONE # 561-624-7830  
ARCHITECT Architectural Studio Inc ADDRESS 300 Ave of Champions Ste 260 Palm Beach Gardens FL  
PHONE # 561-202-6990  
CONTRACT AMOUNT 2.2M DATE OF COMPLETION 12/20  
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? YES x NO      
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: 10 %

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NAME OF PROJECT Cunningham Park ADDRESS Riviera Beach FL  
OWNER City of Riviera Beach ADDRESS 600 W Blue Heron Blvd Riviera Beach  
PHONE # 561-845-3479  
ARCHITECT Colome & Associates Inc ADDRESS 530 24th WPB FL  
PHONE # 561-833-9147  
CONTRACT AMOUNT 2M DATE OF COMPLETION 12/2018  
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? YES x NO      
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: 15 %

---

NAME OF PROJECT Riviera Beach Marina Redevelopment - CMAR Partner ADDRESS 200 E 13th street Riviera Beach  
OWNER City of Riviera Beach ADDRESS 2001 Broadway Blvd Riviera Beach  
PHONE # 561-844-3408  
ARCHITECT Song & Associates ADDRESS West Palm Beach FL  
PHONE # 561-655-2423  
CONTRACT AMOUNT 25M DATE OF COMPLETION 04/2016  
WAS PROJECT COMPLETED WITHIN ALLOWED CONTRACT TIME? YES x NO      
PERCENTAGE OF THE COST OF THE WORK DONE BY YOUR OWN FORCES: 10 %

---

18. Status of Current Contracts Over \$10,000

Project Name, Location & Description Owner Contact & Phone No.	Contract Amount	% Complete	Projected Completion Date
Four Points Youth Center - Interior Renovation - West Palm Beach, FL-Palm Beach County -Jim Daley- 561-233-4408 - \$936K - 03/2022			
Lake Worth Children Academy - Construction a new day care center -Lake Worth FL- Schwans Learning Center - Kettelene Placid -561-541-5379 / Lender: Stone Bank - John Coppolino -561-432-2053 - \$2M - 15% - 04/2022			
Palm Tran Renovations - West Palm Beach FL - Interior Renovations - Palm Beach County - Bill Munker 561-233-0265 - \$25K - 0% - 60 days from permit issuance			



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**SAFFOLD, EZRA G**  
ALL-SITE CONSTRUCTION INC.  
2915 E TAMARIND AVE  
WEST PALM BEACH FL 33407

**LICENSE NUMBER: CGC1526181**

**EXPIRATION DATE: AUGUST 31, 2022**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

4

**Palm Beach County  
Office of Equal Business Opportunity**

Certifies That


**ALLSITE CONSTRUCTION INC,**

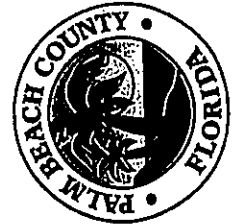
**Vendor # ALLS0032**

*is a Small/Minority Business Enterprise (S/MBE) as prescribed by section 2-80.21 - 2-80.30 of  
the Palm Beach County Code for a three year period from  
August 17, 2020 to August 16, 2023*

The following services and/or products are covered under this certification:

**Carpentry; Carpet/Flooring Installation and/or Removal Services; Construction Management  
Services; Maintenance and Repair, Sidewalk and Driveway (Including Removal; Painting Services;  
Repair Services, Concrete, Including Removal and Replace**

  
**Allen Gray, Manager**  
08/17/2020



**Palm Beach County Board of County Commissioners**

**Dave Kerner, Mayor**  
**Robert S. Weinroth, Vice Mayor**  
**Gregg K. Weiss**  
**Mary Lou Berger**  
**Melissa McKinlay**  
**Mack Bernard**  
**County Administrator**  
**Verdenia C. Baker**



June 22, 2021

To Whom It May Concern

**RE: ALL-SITE CONSTRUCTION INC**

Dear Sirs:

It has been the privilege of FSB Agency, Inc and United States Fire Insurance Company to provide surety bonds on behalf of All-Site Construction Inc for over eleven years.

At the present time, we provide up to **\$6,500,000 single / \$12,000,000 aggregate** surety program to All-Site Construction Inc. As always, the surety reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, and project financing. The surety assumes no liability if for any reason they do not execute a specific bond.

United States Fire Insurance Company is listed on the US Treasury Department's Listing of Approved Sureties. Their rating is A and their financial size is XIII.

Very truly yours,

By: GLADYS KEITH  
**Gladys Keith, Attorney-in-Fact**

7971 Riviera Blvd, Suite #211, Miramar, Florida 33023  
Phone: (954) 589-1631 \*\* Fax: (954) 589-0735



ALL-CON-01

NBEDIA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER C & C Insurance, Inc. 1921 NW 150 Ave, Suite 101 Pembroke Pines, FL 33028	CONTACT NAME: PHONE (A/C, No, Ext): (954) 431-2008 FAX (A/C, No): (954) 704-0507 E-MAIL ADDRESS: info@candcinsurance.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: United Specialty Insurance Company INSURER B: STARSTONE NATIONAL INSURANCE COMPANY INSURER C: LLOYDS OF LONDON INSURER D: INSURER E: INSURER F:	
INSURED All-Site Construction, Inc., Saffold Paving Inc. & 2915 E Tamerind Ave. LLC 2915 East Tamarind Avenue West Palm Beach, FL 33407	NAIC # 12537 25496	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

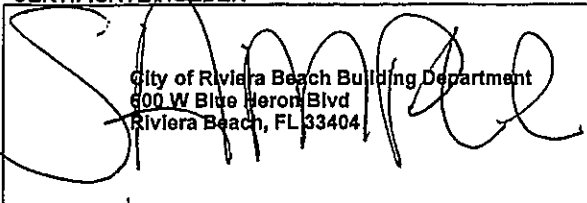

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DC1102070-00	1/27/2021	1/27/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	84824C210ALI	1/27/2021	1/27/2022	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 2,000,000
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Fla)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
C	Property			351OR100006	1/27/2021	1/27/2022	E.L. DISEASE - POLICY LIMIT \$
							Building/Contents \$ 450,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Blanket Additional Insured included if required by contract. Blanket Primary and Non-Contributory if required by contract. Waiver of subrogation included if required by contract.

RE: CBC 060458 &amp; CGC 1526181

## CERTIFICATE HOLDER

## CANCELLATION

 City of Riviera Beach Building Department 600 W Blue Heron Blvd Riviera Beach, FL 33404	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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47

COMMERCIAL GENERAL LIABILITY

CG 25 03 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED CONSTRUCTION PROJECT(S)  
GENERAL AGGREGATE LIMIT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Designated Construction Project(s):**

All operations of the named insured.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I – Coverage A, and for all medical expenses caused by accidents under Section I – Coverage C, which can be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:

1. A separate Designated Construction Project General Aggregate Limit applies to each designated construction project, and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.

2. The Designated Construction Project General Aggregate Limit is the most we will pay for the sum of all damages under Coverage A, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage C regardless of the number of:

- a. Insureds;
- b. Claims made or "suits" brought; or
- c. Persons or organizations making claims or bringing "suits".

3. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the Designated Construction Project General Aggregate Limit for that designated construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Construction Project



General Aggregate Limit for any other designated construction project shown in the Schedule above.

4. The limits shown in the Declarations for Each Occurrence, Damage To Premises Rented To You and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Construction Project General Aggregate Limit.

B. For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I – Coverage A, and for all medical expenses caused by accidents under Section I – Coverage C, which cannot be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:

1. Any payments made under Coverage A for damages or under Coverage C for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-completed Operations Aggregate Limit, whichever is applicable; and

2. Such payments shall not reduce any Designated Construction Project General Aggregate Limit.

C. When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Construction Project General Aggregate Limit.

D. If the applicable designated construction project has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same construction project.

E. The provisions of Section III – Limits Of Insurance not otherwise modified by this endorsement shall continue to apply as stipulated.

© ISO Properties, Inc.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
SCHEDULE**

**Name of Person or Organization:**

Blanket as required by written contract.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

**2. Exclusions**

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Policy Number: DCI02070-00

**COMMERCIAL  
GENERAL LIABILITY**

CG 20 37 10 01

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
SCHEDULE**

<b>Name of Person or Organization:</b>  Blanket as required by virtue of written contract.
<b>Location And Description of Completed Operations:</b>  
<b>Additional Premium:</b>  

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**Section II – Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" at the location designated and described in the schedule of this endorsement performed for that insured and included in the "products-completed operations hazard".

CG 20 37 10 01

Policy Number: DCI02070-00

**COMMERCIAL  
GENERAL LIABILITY**

CG 24 04 10 93

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
SCHEDULE**

**Name of Person or Organization:**

Blanket as required by written contract.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

CG 24 04 10 93

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance Condition** and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.



ALLSI-1

CP ID: 16

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ARDEN INSURANCE ASSOCIATES 525 W. LANTANA RD. LANTANA, FL 33462-1625 KENN NORBERG	561-582-4101	<b>CONTACT NAME:</b> ROBERT NORBERG <b>PHONE (A/C, No, Ext):</b> 561-582-4101 <b>FAX (A/C, No):</b> 561-586-8061 <b>EMAIL ADDRESS:</b> Certificates@ardeninsurance.com
<b>INSURED</b> ALL-SITE CONSTRUCTION INC. & SAFFOLD PAVING, INC. 2915 E. TAMARIND AVE WEST PALM BEACH, FL 33407		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> AMERICAN BUILDERS INS. CO. <b>NAIC #</b> 11240 <b>INSURER B:</b> BERKSHIRE HATHAWAY GUARD <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	X				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> BLNK/ADOL			ALAU068653	08/28/2020	08/26/2021	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WCV012112909 BLANKET WAIVER INCL	07/02/2020	07/02/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CONSTRUCTION MANAGEMENT CONTRACTOR

## CERTIFICATE HOLDER

## CANCELLATION

**CITY OF RIVIERA BEACH**  
BUILDING DEPARTMENT  
600 W. BLUE HERON BLVD.  
RIVIERA BEACH, FL 33404

RIVIE01

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Robert Norberg*

ACORD 25 (2016/03)

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**NOTEPAD**ALL-SITE CONSTRUCTION INC. &  
INSURED'S NAME SAFFOLD PAVING, INC.ALLSI-1  
OP ID: LGPAGE 2  
Date 06/28/2021

A, B, C - AMERICAN BUILDERS INS CO 16632 - AM BEST RATED: A (EXCELLENT)  
D - BERKSHIRE HATHAWAY GUARD - AM BEST RATED: A (EXCELLENT)

## DEPARTMENT OF DEVELOPMENT SERVICES



Development Services

Attached is your 2020-2021 Business Receipt evidencing payment of fees for your Local Business Tax; Certificate of Use (if applicable); Sidewalk Café Permit (if applicable); and/or Extended Hours Alcohol Permit (if applicable).

Business Tax Receipt: This document, based on the business category codes listed below, is your Business Tax Receipt. THIS BUSINESS TAX RECEIPT MUST BE DISPLAYED ON THE PREMISES IN A PLACE WHERE IT MAY BE SEEN AT ALL TIMES (Sec. 82-160 City Code).

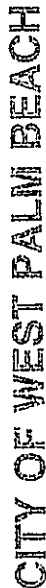
**Certificate of Use:** A certificate of use may be suspended or revoked in accordance with Sec. 22-39 of the City Code.

**Sidewalk Café Permit:** A sidewalk café permit requires compliance with the conditions in Secs. 78-345 and 78-347 of the City Code. A sidewalk café permit may be suspended or revoked pursuant to Sec. 78-348 of the City Code.

**Extended Hours Alcohol Permit:** An extended hours alcohol permit requires compliance with the conditions in Sec. 6-3 of the City Code and may be suspended or revoked as provided in said section.

FOR INFORMATION CALL (561) 805-6700 EMAIL [businessstax@wpb.org](mailto:businessstax@wpb.org) HOURS 8:00 AM - 5:00 PM — MONDAY - FRIDAY

**INSTRUCTIONS: PLEASE POST IN A CONSPICUOUS PLACE AT YOUR PLACE OF BUSINESS.**



WEST PALM BEACH

**ՀԱՅԱՍՏԱՆԻ ՀԱՆՐԱՊԵՏՈՒԹՅԱՆ ԱՐԴԱՐԱԴԱՐԱՆԻ ԱՊԵՏԱԿԱՆ ԿՈՄԻՏԵ**

0000028077  
ALL-SITE CONSTRUCTION INC  
2915 E TAMARIND AVE

2020 to 2021 BUSINESS RECEIPT

**CERTIFIED BUILDING CONTR**

CBC060458

CGC1526181

**NOT TRANSFERABLE**

CITY OF WEST PALM BEACH  
P.O. BOX 3147, WEST PALM BEACH, FL. 334

BUS. TAX ID.	CATEGORY	DESCRIPTION	FEE
56488	236210	BUILDING CONTRACTOR	86.81
TOTAL→			86.81
** PAID			71.92 ** B

**THIS DOCUMENT NOT VALID  
UNTIL FUNDS ARE COLLECTED**

EXPIRES  
SEPTEMBER 30  
2021

0.00

56



## PROJECT LISTING

All-Site Construction has worked for the past 10 years with the Job Order Contract and BSO CMAR Minor Services Contract performing the same scope of Work inclusive of construction, maintenance and management services, engineering, designing, estimating, bidding, inspections and construction administration.

### **PALM BEACH COUNTY CONVENTION CENTER GARAGE WEST PALM BEACH, FL**

This project consists of the new construction of a nine-level, cast-in-place concrete parking garage in the existing surface parking lot of the Palm Beach Convention Center in West Palm Beach, Fla. Capacity for 2,650 cars.

Services Provided: CMAR Partner

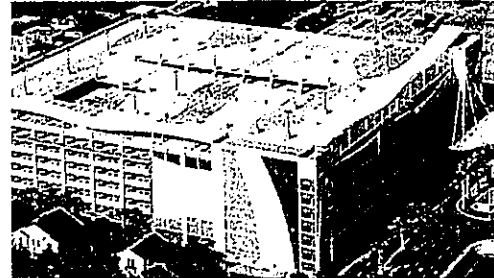
Size:  
944,140 SF

Owner's Rep  
John Chesher 2633 Vista Parkway  
West Palm Beach, FL 33411  
561.233.0266

Initial Cost: \$45.7M  
Final Cost: \$45M

Design Firm Contact:  
Fernando Del Dago, Leo Daily  
561.688.2111

Date of Completion:  
March 2017



#### **PROJECT RELEVANCE**

- ✓ CMAR
- ✓ LAST 5 YEARS

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### **DEPARTMENT OF JUVENILE JUSTICE FENCE REPLACEMENT**

No Climb fence replacement

Services Provided: CMAR

Owner's Rep  
Mr. Greg Avant  
Construction Projects Consultant II  
Florida Department of Juvenile Justice  
Bureau of General Services  
Office: 850-717-2752  
Mobile: 850-251-0532  
Gregory.avant@djj.state.fl.us

Initial Cost: \$195K  
Final Cost: \$250K due to Owner added scope.

Date of Completion:  
May 2021

#### **PROJECT RELEVANCE**

- ✓ CMAR
- ✓ LAST 5 YEARS



## PROJECT LISTING

### **PORT OF PALM BEACH 3RD FLOOR BUILD OUT RIVIERA BEACH, FL**

Renovations to Owner Occupied Building

Services Provided: Design Build

Owner's Rep  
Jose Soler  
2001 Broadway, Suite 300  
Riviera Beach, FL  
561.383.4133

Design Firm  
Daniel Diaz, D&Q Studio  
786.239.1322

Size:  
4,000 SF

Initial Cost: \$360K  
Final Cost: \$370K due to Owner Change Orders

Date of Completion:  
February 2018

#### **PROJECT RELEVANCE**

- ✓ LAST 5 YEARS
- ✓ OCCUPIED FACILITY



### **OKEEHOLEE PARK SOUTH BOAT LAUNCH & RESTROOM FACILITY WEST PALM BEACH, FL**

Construction of a lakeside boat ramp/ dock, an 800 SF new restroom building, paved car and boat trailer parking areas and associated site improvements.

Services Provided: Construction Manager

Owner's Rep  
Andy Gamble  
2633 Vista Parkway  
West Palm Beach, FL 33411  
561.233.2055

Design Firm  
Scott Barber, CH2MHILL  
954-351-9256

Size: 840 SF Restroom Facility

Initial Cost: \$1.08 M  
Final Cost: \$1.1 M

Date of Completion:  
June 2018

#### **PROJECT RELEVANCE**

- ✓ CMAR
- ✓ LAST 5 YEARS
- ✓ UNDERGROUND UTILITIES
- ✓ INFRASTRUCTURE



## PROJECT LISTING

### **RIVIERA BEACH MARINA VILLAGE DEVELOPMENT** **RIVIERA BEACH, FL**

This project consists of 28-acres of redevelopment, including new streets, sidewalks, extensive infrastructure, utility improvements, a new community building, an upgraded and reprogrammed bicentennial park with an interactive water playground, concessions pavilion and a boardwalk/promenade tying the site to the recently renovated marina. This project was designed and certified at LEED silver design standards.

Services Provided: CMAR Partner

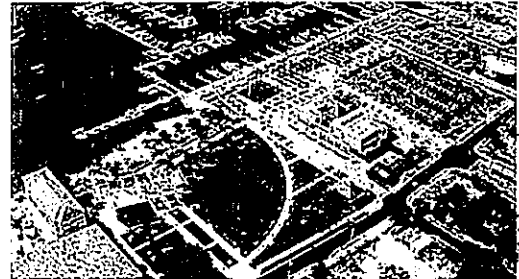
Owner's Rep  
Scott Evans  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404  
561-844-3408

Initial Cost: \$25.7M  
Final Cost: \$28M due to  
Owner Scope Changes

Date of Completion:  
April 2016

Design Firm Contact:  
Mark Clary, Song & Associates  
561.329.3808

Size:  
Event Center = 33,000 SF, Site = 958,320 SF,



#### **PROJECT RELEVANCE**

- ✓ CMAR
- ✓ LAST 5 YEARS
- ✓ INFRASTRUCTURE

### **CUNNINGHAM PARK** **PALM BEACH COUNTY**

Resurfacing of basketball courts, bathroom construction, fence installation, site lighting, site amenities (benches, playground equipment, shade sails, bike rack, pavilions, shelters), entry sign, and walkways.

Services Provided: Construction Manager

Owner's Rep  
Mr. Richard Blankenship, Director  
Cunningham Park  
Riviera Beach Parks and Recreation  
Office: 561-845-3411  
Mobile: 561-315-8332  
rblankenship@rivierabch.com

Design Firm Contact:  
Liz Colome  
561.833.9147

Size: 3.5 Acres

Initial Cost: \$1,896,679  
Final Cost: \$2,041,885 due to Owner Change Orders

Date of Completion:  
December 2018

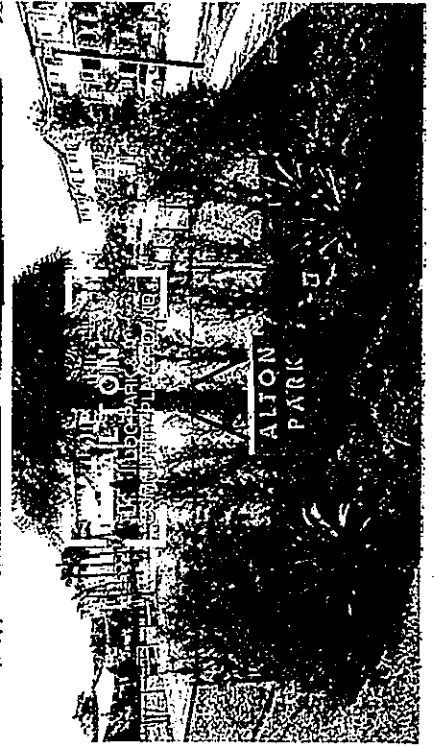
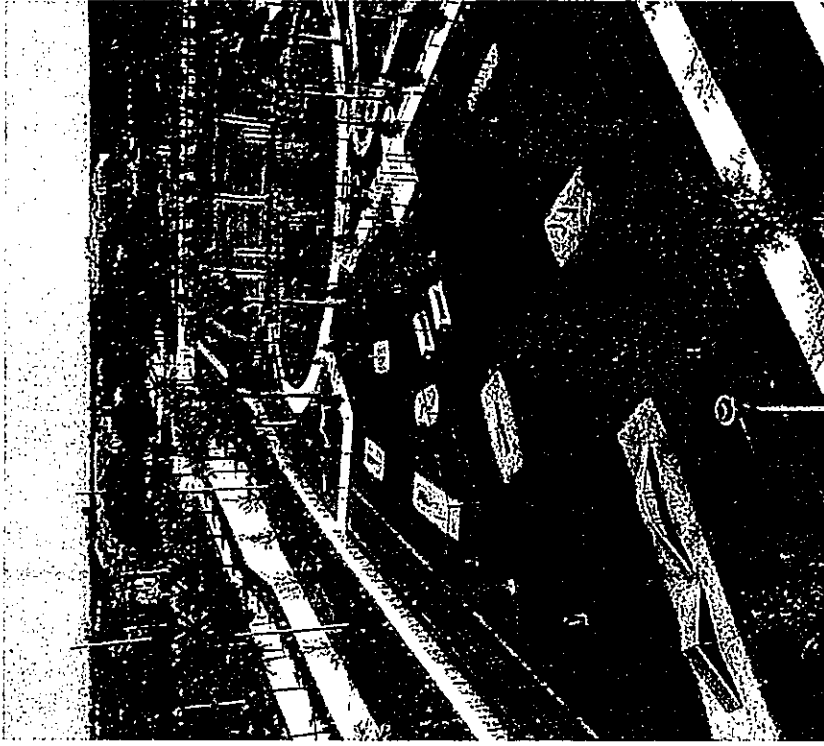


#### **PROJECT RELEVANCE**

- ✓ CMAR
- ✓ LAST 5 YEARS



# Unit 2-C Alton Park – West Palm Beach



## PROJECT RELEVANCE Community Facility

- New Restroom Construction

- New construction of a 5 acres community park with dog parks, playground, fitness station installation, and restroom facilities
- Final Cost: \$2.2 Million
- Completed 2020
- Type: Construction Manager
- 5100 Beckman Ter Situs Suite Palm Beach Gardens, FL

## 04 STAFF QUALIFICATIONS



### EZRA SAFFOLD

#### PRESIDENT & PROJECT EXECUTIVE

As Project Executive for All-Site Construction, Ezra Saffold will be responsible for overseeing day to day operations of the firm including assisting the project team in all matters pertaining to the project.

#### EDUCATION

Bachelors of Business- FAU  
1999  
Associate of Arts- Palm Beach  
State College 1997  
Certified General Contractor-  
CGC1526181  
AGC Board Member

#### EXPERIENCE

20 Years, President of All-Site  
Construction  
30 Years of related work  
experience with other firms.

#### OFFICE LOCATION

West Palm Beach- Executive  
oversight of all projects

#### RELEVANT PROJECT EXPERIENCE

- Department of Juvenile Justice Fence Replacement | \$205 K
- PBC Convention Center Parking Garage- WPB | \$40 M
- Riviera Beach Marina Event Center- Riviera Beach | \$25 M
- PBC Okeehelie Boat Launch & New Restroom- WPB | \$1,084,000 M
- PBC Fire Station #42 Interior Renovations- Delray Beach | \$870,570.00
- Solid Waste Authority Unattended Scale Installation- WPB | \$656,205.00
- Port of Palm Beach 4th Floor Buildout- Riviera Beach | \$369,000.00
- Village of Royal Palm Beach RV Storage Lot | \$1.7 Million
- PBC Bill Bailey Community Center- Gym Renovations- WPB | \$130,415.00
- PBC Westgate Gym Weatherproofing- WPB | \$105,605.00



### JAY ZUCKERMAN, LEED AP

#### SENIOR CHIEF ESTIMATOR

As a Senior chief Estimator for All-Site Construction, Jay will be working with the design team to develop budgets and schedules as well as trade scopes as the design progresses. He will also provide constructibility reviews, value analysis, and cost modeling during the design process. His responsibilities will also include reviewing trade quotations and making recommendations for selection. In the construction process, Jay will assist the Project Manager and Site Superintendent to ensure that the work is being performed in accordance with the design intent.

#### EDUCATION

BS in Accounting,  
Lehigh University-  
1969

#### EXPERIENCE

3 Years with All-Site  
Construction  
30 Years of related work  
experience with other firms.

#### RELEVANT PROJECT EXPERIENCE

- Department of Juvenile Justice Fence Replacement | \$205 K
- Jupiter Farms Elementary School, Bathroom Renovations, Palm Beach Co., FL | \$2 Million
- Lighthouse Elementary School, Bathroom Renovations, Palm Beach Co., FL | \$2 Million
- PBC Okeehelie Boat Launch, Restroom/ Boat Launch, Palm Beach Co., FL | \$1.8 Million
- Cunningham Park, New Park with Restroom Building, & Playground, Palm Beach Co., FL | \$1.9 Million
- Lake Worth Middle School, New School, Palm Beach Co., FL | \$12 Million
- Marina Gardens Town Homes, New Construction, Palm Beach Co., FL | \$26 Million
- John D. MacArthur Beach State Park – New Park, Palm Beach Co., FL | \$5 Million



61

## 04 STAFF QUALIFICATIONS



### FELICIA SAFFOLD-TURNER

#### JUNIOR ESTIMATOR

Felicia has been with All-Site for (7) years with (3) years working in estimating and is experienced with blueprint reading, trade identification, Microsoft Office, and all preconstruction activities during the estimating process. Felicia will work with the team to develop scopes and assist with cost analysis. Felicia will be responsible for issuing bid advertisements, coordination of pre-bid meetings and bid openings. She is also the documentation control specialist as it pertains to the estimating and construction phases of the projects. Additionally, she handles accounts receivables and payables for the projects.

#### EDUCATION

BS in Business Management  
AS in Coding and Insurance

#### EXPERIENCE

4 Years, Junior  
Estimator at All-Site  
Construction  
4 Years, Administration  
Assistant at All-Site  
Construction

#### OFFICE LOCATION

West Palm Beach – Estimator  
PROFESSIONAL  
OSHA Certified  
Certified Estimating – AGC

#### RELEVANT PROJECT EXPERIENCE

- Department of Juvenile Justice Fence Replacement | \$205 K
- SWA Switchgear Replacement & Upgrades | \$1.2 Million
- Supervisor of Elections – Interior Renovations | \$400,000.00
- Sabal Palm /High Ridge School | \$600,000.00
- LC Swain Middle School | \$200,000.00
- Broward Health Corporate Office Renovations | \$1.5Million
- Northshore/Citywide ADA | \$1.8M
- Emergency Operations Center | \$280,303.00
- Okeeheelee Ski Slalom | \$383,000.00



### ANSON STUART, LEED ASSOCIATE

#### SENIOR PROJECT MANAGER

As an Architect and Construction Project Manager, Anson Stuart is uniquely positioned to manage projects from initial inception through project close out. And his years of experience as an owner's rep makes him sensitive to issues of time, quality and cost.

#### EDUCATION

Master of Architecture –  
Florida A&M University.  
Project Management  
Professional (PMP)  
Commercial Building  
Inspector (ICC-B2)  
State of Florida Registered  
Architect, AR97856  
LEED Associate

#### EXPERIENCE

3 Years with All-Site  
Construction  
21 Years of related work  
experience with other firms.

#### OFFICE LOCATION

West Palm Beach – Senior  
Project Manager

#### RELEVANT PROJECT EXPERIENCE

- Department of Juvenile Justice Fence Replacement | \$205 K
- Jupiter Farms Elementary School, Bathroom Renovations, CMAR, Palm Beach Co., FL | \$1 M
- Lighthouse Elementary School, Bathroom Renovations, CMAR, Palm Beach Co., FL | \$2 M
- Bodden Town Primary School, 10,710 SF | \$2.5 M
- Sir John A. Cumber Primary School, 10,710 SF | \$2.5 M
- Florida Memorial University Phase 2, 9,000 sf | \$1.8 M
- North Hialeah Elementary School, 5,500 SF | \$1.2 M
- Kelsey L. Pharr Elementary School, 3,000 sf | \$1 M



## 04 STAFF QUALIFICATIONS



### WILLIAM NEESE

#### PROJECT MANAGER

William has over 24 years' experience in project management. His responsibilities are to chart the project development plan and to develop the project plan. In addition to coordinating projects with all All-Site's project superintendents and project managers to ensure that the project process is managed efficiently without budget cost overages and time stipulated slippages. He also oversees performance of all tradesmen and reviews drawings to make sure that all specifications and regulations are being followed.

#### EDUCATION

Mobile Equipment Operator  
Certificate – United Rentals  
Company – 10/2020  
Licensed Storm Water  
Discharge Inspector – Florida  
DEP #7109 – 03/2020  
OSHA 30-hour card –  
Occupational Health and  
Safety Administration  
-12/2020

#### EXPERIENCE

2 Year with All-Site  
Construction  
25 Years of related work  
experience with other firms.

#### OFFICE LOCATION

West Palm Beach – Project  
Manager

#### RELEVANT PROJECT EXPERIENCE

- Department of Juvenile Justice Fence Replacement | \$205 K
- USACE Indian Prairie Canal 1&2 HHD Levee | \$28 M
- USACE Indian Prairie Canal 3 HHD Levee | \$18 M
- SWA Switchgear & Bldg. Upgrades | \$1.2 Million
- Northshore/Citywide ADA | \$1.8M
- Okeeheelee Ski Slalom | \$383,000.00
- Emergency Operations Center | \$280,303.00



### EZRA SAFFOLD JR.

#### PROJECT ENGINEER

As a Project Engineer for All-Site Construction, Inc. Ezra Jr. is responsible for overseeing documentation and project related activities. He will assist the project manager with managing construction costs to eliminate cost overages. Ezra will also assist the Superintendent with vendor and supply scheduling.

#### EDUCATION/ CERTIFICATIONS

B.A. Business Management  
and Communications –  
Northern Illinois University

#### EXPERIENCE

2 Years, Project Engineer at  
All-Site Construction

#### OFFICE LOCATION

West Palm Beach- Project  
Engineer

#### RELEVANT PROJECT EXPERIENCE

- Department of Juvenile Justice Fence Replacement | \$205 K
- Wellington Landing Middle School | \$67,374.00
- Stinger Ray – PBIA – Interior Renovation | \$300,000.00
- PBIA Concourse C – Fire proofing | \$169,312.00
- Vero Beach Hotel and Spa- Exterior Renovations | \$297,441.00
- Bear Lakes Middle School | \$487,306.84



63

## 04 STAFF QUALIFICATIONS



### ROBERT "BOBBY" MASON

#### SUPERINTENDENT

Bobby has been a site construction superintendent for over 37 years and is experienced in all phases of construction. Bobby will be responsible for quality control assurance, day-to-day supervision of all trades, daily construction logs, ensure adequate manpower, safety, progress meetings with trades, schedule adherence, punchout, and closeout.

**EDUCATION/  
CERTIFICATIONS**  
Construction Management  
CE at Florida Institute of  
Technology  
General Contractors  
Supervisory License-  
MA049563  
Home Inspector Certification

**EXPERIENCE**  
4 Years, Superintendent at  
All-Site Construction  
38 Years of related work  
experience with other firms.

**OFFICE LOCATION**  
West Palm Beach-  
Superintendent

**PROFESSIONAL**  
OSHA Certified

#### RELEVANT PROJECT EXPERIENCE

- Jupiter Farms Elementary School, Bathroom Renovations, CMAR, Palm Beach Co., FL | \$4 M
- Bill Bailey Community Center | \$130K
- Lighthouse Elementary School, Bathroom Renovations, CMAR, Palm Beach Co., FL | \$2 M
- Cunningham Park, New Park with Restroom Building & Playground, Palm Beach Co., FL | \$1.9 Million
- Riviera Beach Community Center, New Building, Palm Beach Co., FL | \$1.3 Million



### TOM JORDAN

#### SUPERINTENDENT

Tom will host weekly safety compliance training/meetings, review and document safety incidents, maintain safety reports, inspect worksites and work conditions for safety, enforce Contractor and client safety policies and guidelines in accordance with OSHA regulations

**EDUCATION/  
CERTIFICATIONS**  
Hallandale Trade School,  
Certified Electrical Technician

**EXPERIENCE**  
35 years  
2 All Site Construction

**OFFICE LOCATION**  
West Palm Beach-  
Superintendent

**PROFESSIONAL**  
OSHA Certified

#### RELEVANT PROJECT EXPERIENCE

- City of West Palm Beach Northshore City-wide ADA Improvements | \$1.8 M
- Riviera Beach Heights Sidewalk Improvements | \$785,139
- Palm Beach County Okeetee Ski Slalom | \$383,000
- City of West Palm Beach Solid Waste Authority Switchgear & Building | \$1.2 M
- Supervisor of Elections Interior Renovations | \$300,000
- Broward Health Office | \$1.2 M





## 04 STAFF QUALIFICATIONS



### PIERRE WILSON

#### PROJECT ENGINEER

As a Project Engineer for All-Site Construction, Inc. Pierre is responsible for overseeing documentation and project related activities. He will assist the project manager with managing construction costs to eliminate cost overages. Pierre will also assist the Assistant Project Manager with vendor and supply scheduling.

**EDUCATION/  
CERTIFICATIONS**  
B.A. Criminal Justice, Kent  
State University, 2003

**EXPERIENCE**  
1 Year, Project Engineer at  
All-Site Construction  
4 Years of related work  
experience with other  
firms.

**OFFICE LOCATION**  
West Palm Beach- Project  
Engineer

#### RELEVANT PROJECT EXPERIENCE

- Wellington Landing Middle School | \$67,374.00
- Stinger Ray – PBIA – Interior Renovation | \$300,000.00
- PBIA Concourse C – Fire proofing | \$169,312.00



### SYLVIA C. HOLLAND

#### FINANCIAL ADMINISTRATOR

Sylvia has been an Accountant Controller for All-Site for (3) months and has experience in construction accounting and administration. Sylvia will be responsible maintain accurate records, create financial reports and perform analysis. She will be managing the administrative process on budgeted projects. Additionally, she handles accounts receivables and payables for the projects.

**EDUCATION/  
CERTIFICATIONS**  
MD in Economics – National  
University of Asuncion  
Enroll Agent – Tax  
Professional

**EXPERIENCE**  
3 months Financial  
Administrator with All-Site  
Construction  
27 years Accountant  
Controller – with other firms.

**PROFESSIONAL**  
OSHA 10 Certificate

#### RELEVANT PROJECT EXPERIENCE

- SWA Switchgear Replacement & Upgrade | \$1.2 Million
- Supervisor of Elections – Interior Renovations | \$400,000.00
- Sabal Palm /High Ridge School | \$600,000.00
- LC Swain Middle School | \$200,000.00
- Broward Health Corporate Office Renovations | \$1.5Million



### SUBCONTRACTORS LIST

PROJECT NAME: WESTGATE DOG PARK  
PROJECT NUMBER: 2021-01

DATE: 7/26/21

A list of all subcontractors to be utilized on the project shall be provided herein. This list of subcontractors shall be included with the bid submittal. Failure to complete this form renders the proposal informal and may cause its rejection. The contractor shall complete all categories that apply.

The purpose of this list is to discourage "sub-shopping" in general, and to provide a basis for the implementation of the substitution provisions of this Contract. The receipt of this Attachment in no way constitutes approval or disapproval by the Westgate CRA of any subcontractor listed.

Each subcontractor must hold a current Palm Beach County license as may be required for the purpose of performing the specified work for which they are listed. Each subcontractor listed and submitted with the bid proposal by the successful bidder will not be changed without prior written approval of the Westgate CRA. Owner consideration will be given only when the change is a benefit to the project and, therefore, the Westgate CRA, or, when the absence of a change would be a detriment to the project by impacting the ability of the Contractor to complete his/her contract obligations.

Following are the subcontractors to be used if the undersigned is awarded the contract.

TRADE	NAME	LICENSE NO.
Clearing/Grubbing	All-Site Construction	CGC1526181
Grading/Berming	All Site	
Concrete	All-Site Construction	
Landscaping/Sod	A Cut Above	SCC131152097
Irrigation	A Cut Above	SCC131152097
Fencing	Daniel Fence	27-1586879
Other (if cost exceeds 10% of Bid amount)		

#### BIDDING CONTRACTOR:

Name of Firm: All-site Construction Inc

Signed By:

Address: 2915 E Tamarind Ave West Palm Beach FL

Phone: 561-848-1110

Email Address: Ezra@allsiteinc.net

# OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 202101

SOLICITATION/PROJECT NAME: Westgate Dog Park

Prime Contractor: All-Site Construction Inc

Subcontractor: Daniels Fence

(Check box(s) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☒ Non-S/M/WBE

Date of Palm Beach County Certification (if applicable): \_\_\_\_\_

The undersigned affirms they are the following (select one from each column if applicable):

Column 1

☒ Male ☐ Female

Column 2

☐ African-American/Black ☐ Asian American  
☐ Hispanic American ☐ Native American

Column 3

☐ Supplier

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
	Fencing				20987

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: 20987

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage: \_\_\_\_\_

All-Site Construction

Print Name of Prime

By: \_\_\_\_\_

Authorized Signature

Ezra Saffold

Print Name

President

Title

Date: 7/26/21

Daniels Fence

Print Name of Subcontractor/subconsultant

By: \_\_\_\_\_

Renee Caron

Authorized Signature

Renee Caron

Print Name

Estimator

Title

Date: 7/26/21

## OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: 202101

SOLICITATION/PROJECT NAME: Westgate Dog Park

Prime Contractor: All-Site Construction Inc

Subcontractor: A Cut Above

**(Check box(s) that apply)**

☒ SBE ☐ WBE ☐ MBE ☐ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): \_\_\_\_\_

The undersigned affirms they are the following (select one from each column if applicable):

Column 1

Column 2

Column 3

☒ Male ☐ Female

☐ African-American/Black ☐ Asian American

☒ Caucasian American

☐ Supplier

☐ Hispanic American

☐ Native American

**S/M/WBE PARTICIPATION** – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any S/M/WBE participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Landscape & Irrigation				39792.85

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: 39792.85

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2<sup>nd</sup>/3<sup>rd</sup> tier Subcontractor/subconsultant

Price or Percentage: \_\_\_\_\_

All-Site Construction

Print Name of Prime

By: \_\_\_\_\_

Authorized Signature

Ezra Saffold

Print Name

President

Title

Date: 7/26/21

A Cut Above

Print Name of Subcontractor/subconsultant

By: \_\_\_\_\_

Eneyda Gomez

Authorized Signature

Eneyda Gomez

Print Name

Estimator

Title

Date: 7/26/21



## Vendor Information

**Vendor ID:** VC0000009701

**Legal Business Name:** A Cut Above Landscape & Maintenance, Inc.

**Alias/DBA:**

**Address(es):** 1686 D ROAD, LOXAHATCHEE 33470  
1686 D Rd, Loxahatchee 33470-4862

**Contact(s):** ENEYDA GOMEZ 561-795-1995

**Email(s):** eneyda@acalandscape.net

**WebSite:**

Commodity / Services	
93437	Irrigation Systems Maintenance and Repair
96888	Tree and Shrub Removal Services
98836	Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimm
98852	Landscaping (Including Design, Fertilizing, Planting, etc.,

EBO Certification		
<b>Type:</b> SBE	<b>Certified:</b> 7/8/2020	<b>Expire:</b> 7/7/2023
<b>Business Owner(s):</b> Damon Rockett		
<b>Race:</b> White	<b>Gender:</b> Male	

EBO Certified Commodity / Services	
93437	Irrigation Systems Maintenance and Repair
96888	Tree and Shrub Removal Services
98836	Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimm
98852	Landscaping (Including Design, Fertilizing, Planting, etc.,

**Note:** The Office of Equal Business Opportunity (OEBO) requires current licensure at the time of certification, but does not guarantee the continued existence of any license held by a certified small business. The users of this directory should investigate the continuance of such credentials. OEBO does not accept liability for any loss or damage caused by errors, changes or omissions.

2019	02/11/2019
2020	01/15/2020
2021	04/10/2021

#### **Document Images**

<a href="#"><u>04/10/2021 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>01/15/2020 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
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<a href="#"><u>04/10/2012 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>03/28/2011 -- ANNUAL REPORT</u></a>	<a href="#">View image in PDF format</a>
<a href="#"><u>01/04/2010 -- Domestic Profit</u></a>	<a href="#">View image in PDF format</a>

Page 11 of 11  
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Westgate CRA Board Meeting  
September 13, 2021

**AGENDA ITEM SUMMARY**

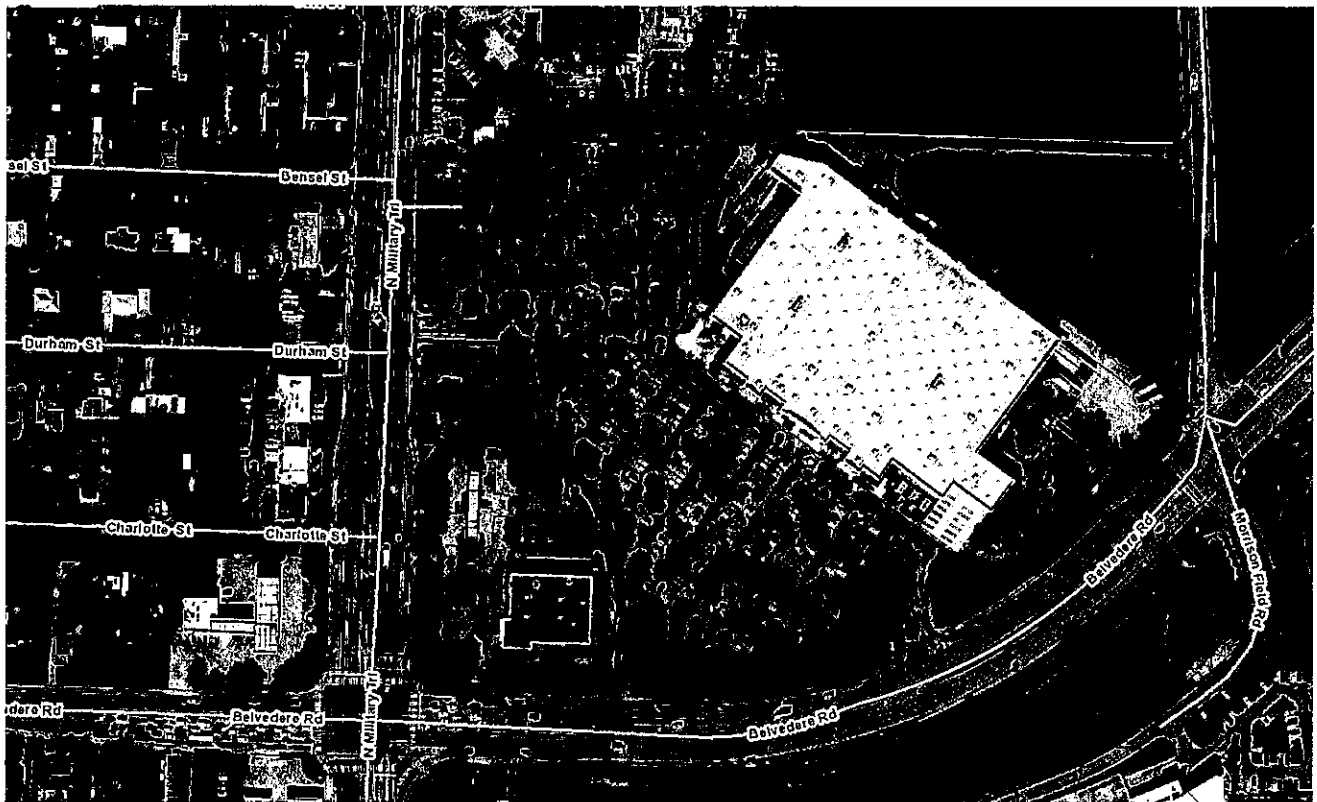
**EZ Express Car Wash**

1098 N. Military Trail

Military Belvedere Shopping Center (Walmart Plaza MUPD)

DR0 Site Plan Approval for a Car Wash

Control No. 1992-23



Location Map – impacted outparcel

71



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## Site Background

The subject site is an outparcel at the Walmart Plaza, located on the northeast corner of N. Military Trail and Belvedere Rd. The Walmart Plaza is approximately 22.4 acres in total and consists of four buildings: the anchor tenant, a Walmart Supercenter, a vacant restaurant, a Murphy Express gas station, and a vacant Walgreen's pharmacy. The application requests the redevelopment of the vacant restaurant parcel into an automatic car wash.

The overall site was originally zoned for multifamily and general commercial development, but was rezoned to exclusively CG in 1993 via R-1993-0508. In 1997, the site plan accompanying R-1993-0508 was amended to increase the site area to 25 acres, and added a Lowe's as a proposed use. R-2001-1667 rezoned the overall site from CG to MUPD. The final resolution governing the overall site is R-2003-0940, which amended the site plan to allow the existing Walmart Supercenter as the anchor development, and reduced the size of the MUPD to 22.4 acres. The current total square footage of the MUPD is 209,734 sf., and the total area of the outparcel affected by the proposed redevelopment is 0.68 acres or 29,538 sf.

The entire site is within the UH (Urban Highway) Sub-area of the WCRAO, and is zoned MUPD (Multiple Use Planned Development) with a Future Land Use designation (FLU) of CH/8 (commercial high with an underlying residential land use of 8 du's/acre). The site is in the URA (Urban Redevelopment Area), the U/S (Urban/Suburban) Tier, and in the Westgate CCRT area. There are Vehicle Sales & Rental Uses to the north on Military Trail (zoned CG/SE with a CH/8 FLU). To the west, across N. Military Trail is the Town of Haverhill, to the south, across Belvedere Rd. is a KFC Restaurant (zoned CC/SE with a CH FLU), and to the east is vacant PBIA owned land zoned PO with a Transit/Utilities (U/T) FLU.

## Proposed Redevelopment – EZ Express Automatic Car Wash

The applicant proposes to redevelop the outparcel located to the north adjacent to the existing Murphy Express Gas Station. The existing site is a vacant, abandoned 1,893 sf. Type II Restaurant. The project would demolish the existing restaurant structure, reconfigure access and parking, to construct an automated EZ Express Car Wash consisting of a 2,700 sf. wash tunnel, with 2 pay stations, and 16 self-service vacuum stations.

All other areas within the MUPD are to be unaffected as a part of the application. ULDC Art. 4 requires a Car Wash use in MUPDs to be approved by the DRO. MUPD zoning standards allow for revisions to square footage for permitted or DRO approval uses within a percentage range without requiring BCC approval for a Development Order Amendment to the MUPD.

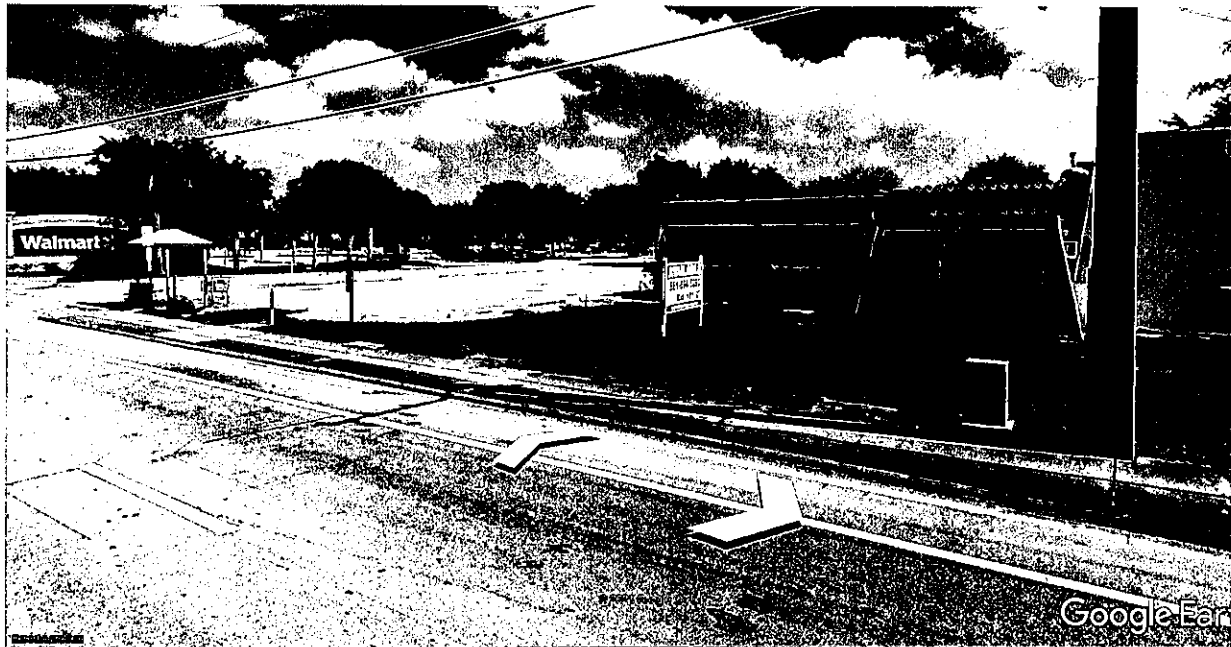




## Summary of Petition

The application requests the following approvals:

1. Final DRO site plan approval for a 2,700 sf. Car Wash use within the Walmart Plaza MUPD; and,
2. An increase of 166 net new trips per day and 14 pm peak hour trips to be allocated from the WCRA Transportation Concurrency Exception Area (TCEA) pool.



Existing Conditions –outparcel with vacant restaurant at 1098 N Military Trail

### Staff Analysis & Review – Consistency with the CRA Community Redevelopment Plan

The departure of Walgreen's Pharmacy in 2017, and the closure of the restaurant, originally built in 1969, have negatively impacted perception of this important corner of the CRA district; vacancy is counterproductive to redevelopment and encourages disinvestment and the furtherance of blight in the community. This is particularly true when vacant commercial buildings front prime arterial roadways, such as Military Trail. The Walmart Superstore is a frequently used amenity for the neighboring residential community of Belvedere Homes and by other residents of the district. Given its acreage and square footage, the site is considered among the highest contributors to the CRA's TIF, which allows the Agency to continue redevelopment activities that benefit the community.



It should be noted that the CRA Board provided recommendation of approval for the construction of a new Murphy Express Gas Station with Convenience Store on the MUPD outparcel currently occupied by a vacant Walgreens Pharmacy at its March 8, 2021 meeting. This application, which did require a Development Order Amendment, site plan abandonment, as well as Class A Conditional Use for the Fuel & Gas Sales, is still under active review by Zoning.

While a carwash use may not be generally viewed as a catalyst to redevelopment, it is among the most complementary uses to the Walmart Superstore, as well as to the new and improved Murphy Express gas station and convenience store proposed for the MUPD corner parcel; each attract passer-by interest and create internal trip capture, better activating the overall site, and generating economic development. Once both applications are processed, and construction is complete, two new buildings will front the corridor, and a middle +/- 0.45 ac. vacant outparcel will become available to future redevelopment.



Sample architectural rendering



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### Consistency with WCRAO Use Regulations Sub-area PDRs

Car Wash is currently permitted in the UG (limited to lots fronting Okeechobee Blvd.), UH and UI Sub-areas and prohibited in all other Sub-areas of the WCRAO. WCRAO Sub-area use regulations for Car Wash uses default to the PDRs of the MUPD zoning district; as stated, the use is permitted by DRO approval in MUPDs with a CH FLU.

The intent of the UH Sub-area recognizes that Military Trail and Okeechobee Blvd are well-established, intense commercial corridors, and as such, few property development standards are required in this sub area by the WCRAO. Although the project is located within an MUPD zoning district, as a new development, WCRAO UH Sub-area PDR's are applicable to this application. The parcel is 125 ft. in depth; a minimum of 100 ft. is required in the UH. The site has a frontage of 159 ft. where 100 ft. is required. The site design utilizes a provision allowing for a minimum 10' front setback in the UH Sub-area; the carwash tunnel is set at 20 ft. from the property line. Side setback of 34 ft. and 43 ft. have been provided; a minimum of 15 ft. The building is oriented so that the tunnel entrance and exit do not face Military Trail, rather the length of the tunnel at 90 ft. allows for some building presence and massing. A modern design aesthetic with a parapet feature creates visual interest.

### Traffic & Drainage Considerations

Since the restaurant use has been closed for several years, no credit has been applied to the trips associated with the use. There is anticipated trip capture between the proposed car wash and the Walmart Superstore. The project is expected to generate a de minimus net increase of 166 daily trips and 14 net new pm peak trips to be allocated from the Westgate CRA's Transportation Concurrency Exception Area (TCEA) trip pool. Internal trip capture within the MUPD has been factored.

A drainage statement has been provided with the application. The site does not have an active permit with SFWMD or the County. The proposed drainage system will be designed in accordance with Palm Beach County Land Development and SFWMD requirements. The system will consist of a series of interconnected catch basins and pipes to collect and convey the storm water runoff. Treatment will be provided for in the proposed pond before discharging offsite.

Legal positive outfall will be provided for by piped connections to a drainage canal to the east. Drainage leaving the proposed dry retention pond will be routed through outfall structures to meet water quality requirements before discharging offsite into existing exfiltration system serving the western portion of the MUPD system and ultimately the SFWMD C-10 Canal.



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## Staff Recommendation

Staff recommends **approval** of applicant's request for:

1. Final DRO site plan approval for a 2,700 sf. Car Wash use within the Walmart Plaza MUPD; and,
2. An increase of 166 net new trips per day and 14 pm peak hour trips to be allocated from the WCRA Transportation Concurrency Exception Area (TCEA) pool.



Palm Beach County Zoning Division  
2300 N. Jog Road  
West Palm Beach, Florida 33411  
Phone: (561) 233-5200  
Fax: (561) 233-5165

## GENERAL APPLICATION PUBLIC HEARING AND DRO ADMINISTRATIVE PROCESSES

### 1. REQUEST(S)

✓ Check Type(s) of Application Request(s) and complete as applicable:

#### PUBLIC HEARING REQUESTS:

- ☐ Official Zoning Map Amendment from \_\_\_\_\_ Zoning District to \_\_\_\_\_ Zoning District
- ☐ With a Concurrent Land Use Amendment from \_\_\_\_\_ Land Use to \_\_\_\_\_ Land Use
- ☐ Class A Conditional Use (CA) for \_\_\_\_\_
- ☐ Class B Conditional Use (CB) for: \_\_\_\_\_
- ☐ Development Order Abandonment (ABN) of Resolution No: \_\_\_\_\_ which allowed \_\_\_\_\_
- ☐ Expedited Application Consideration (EAC) for: \_\_\_\_\_
- ☐ Development Order Amendment (DOA) to a previously approved:
- ☐ COZ ☐ PDD/TDD ☐ Class A ☐ Class B ☐ Other: \_\_\_\_\_
- ☐ To modify and/or delete Conditions of Approval; ☐ To add and/or delete land area;
- ☐ To reconfigure Plan(s) ☐ Master ☐ Site ☐ Subdivision ☐ To add and/or delete units;
- ☐ Landscape ☐ Regulating ☐ Sign Plan ☐ To add, delete, or modify Uses;
- ☐ To add and/or delete square footage; ☐ To add access points;
- ☐ Other: \_\_\_\_\_
- ☐ Type 2 Variance: (Submit Form #43 Variance Supplemental) Concurrent ☐ Standalone ☐
- ☐ Subdivision Variance: (Submit Form #43 Variance Supplemental) Concurrent ☐ Standalone ☐
- ☐ PO Deviations: (Submit Form #92 PO Deviation) from Article(s) \_\_\_\_\_
- ☐ Pre-Application Conference (PAC) IRO or PRA: With Questions? ☐ Yes ☐ No
- ☐ Type 2 Waiver: (Submit Form #19 Waiver Supplemental) Concurrent ☐ Standalone ☐
- ☐ Unique Structure: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

#### DRO ADMINISTRATIVE REQUESTS:

- ☐ Expedited Development Review Officer approval (DROE) (within 2 months of BCC/ZC approval)
- ☒ Use subject to Development Review Officer (DRO) approval for an amendment to an existing site plan to allow for a car wash use in an out parcel of the overall shopping center and MUPD
- ☐ Pre-Application Conference (PAC) - Concurrent Review: With Questions? ☐ Yes ☐ No
- ☐ Type 2 Concurrent Review: ☐ with Building Permit # \_\_\_\_\_ or ☐ with Plat, Name/No. \_\_\_\_\_
- ☐ Type 3 Concurrent Review (Zoning, Land Development and Building)
- ☐ Administrative Modification to a Plan approved by the ZC / BCC / DRO for \_\_\_\_\_
- ☐ Administrative Abandonment (ABN) of a DRO Approval \_\_\_\_\_
- ☐ Subdivision \_\_\_\_\_
- ☐ Transfer of Development Rights (TDR) (Submit Form #16 TDR Supplemental) \_\_\_\_\_
- ☐ Type 1 Waiver (Submit Form #19 Waiver Supplemental) from Article \_\_\_\_\_ for \_\_\_\_\_
- ☐ Other \_\_\_\_\_

**2. APPLICANT INFORMATION**

**Current Property Owner(s) Name:** 1098 No. Military LLC  
**Address:** C/O RJS Realty Group Inc. 12800 US Hwy 1 #250 **City:** Juno Beach  
**State:** FL **Zip:** 33408  
**Phone:** Contact Agent **Cell Phone:** Contact Agent  
**Email Address:** Contact Agent

**Applicant's name (if other than property owner(s)):** M&M N MILITARY LLC  
**Address:** 3325 S University Dr., Suite 105 **City:** Davie  
**State:** FL **Zip:** 33328  
**Phone:** 954-931-5620 **Cell Phone:** 954-931-5620  
**Email Address:**

☒ Check (✓) here if Applicant is a contract purchaser. Consent is required from the contract purchaser if a contract is pending to purchase the subject property. Home Owners Association (HOA) or Property Owners Association (POA) consent will be required if subject property is under common ownership or request is to modify any aspect of the project which applies to the entire development (i.e. condition of approval, internal roadway, etc.)

**Agent:** \* Damian Brink **Name of Firm:** Bowman Consulting Group Ltd.  
**Address:** 13450 W. Sunrise Blvd., Suite 320 **City:** Sunrise **State:** FL **Zip:** 33323  
**Phone:** 954-314-8480 **Cell Phone #:** 561-632-5387  
**Email Address:** bowman\_ftl@bowman.com

**Agent:** \* Beth Schrantz **Name of Firm:** Dunay, Miskel and Backman, LLP  
**Address:** 14 S.E. 4th Street, Suite 36 **City:** Boca Raton **State:** FL **Zip:** 33432  
**Phone:** 788-763-0565 **Cell Phone #:**  
**Email Address:** bschrantz@dmbblaw.com

\* All correspondence will be sent to the Agent(s) unless otherwise specified.

**3. PROPERTY INFORMATION (\* Required Fields)**

<b>A. *Property Control Number (PCN):</b> <i>(List additional PCN(s) on separate sheet)</i>	00-42-43-25-31-001-0060
<b>B. *Control Number:</b>	1992-23
<b>C. *Control Name :</b>	Military Belvedere Shopping Center
<b>D. Application Number:</b>	
<b>E. *Application Name:</b>	Military Belvedere Shopping Center - Car Wash
<b>F. Project Number:</b>	
<b>G. *Gross Acreage:</b>	22.41
<b>H. Gross Acreage of affected area:</b>	0.6765
<b>I. *Location of subject property:</b> <i>(proximity to closest major intersection/road)</i>	Northeast corner of Military Trail and Belvedere Road
<b>J. *Address:</b>	1098 N. Military Trail, Haverhill, FL 33409
<b>K. *BCC District:</b>	7
<b>L. Overlay (Special Study Area):</b>	WBCRA & URA
<b>M. Tier</b>	<input checked="" type="checkbox"/> U/S <input type="checkbox"/> R/EX <input type="checkbox"/> AGR <input type="checkbox"/> GLADES

**4. LAND USE AND ZONING INFORMATION**

<b>Current Future Land Use designation:</b>	CH	<b>Proposed Future Land Use designation:</b>	CH
<b>Current Zoning District:</b>	MUPD	<b>Proposed Zoning District:</b>	MUPD
<b>Existing Use(s):</b>	Restaurant, Type II	<b>Proposed Use(s):</b>	Car wash
<b>Existing Square Footage:</b>	1,893	<b>Proposed Square Footage:</b>	2,700
<b>Existing Number of Units:</b>	0	<b>Proposed Number of Units:</b>	0

**5. ARCHITECTURAL REVIEW**

*This application is subject to the requirements of Article 5.C, Design Standards and request review of the proposed elevations concurrent with:*

- ☐ Type 1 Projects Requiring BCC Approval
 ☒ Type 3 Projects Requiring DRO or Site Plan Approval  
☐ Type 2 Projects Requiring ZC Approval
 ☐ Type 4 Projects Requiring Building Permit Approval

**This application also includes request(s) for Elevation review and consideration, as indicated below:**

- ☐ Revise previously approved Elevations;  
☐ Non-conforming structures that are subject to Article 5.C, Percentage of Renovations;  
☐ Approval for Green Architecture (*Type 1 Waiver*, Art.5.C.1.E.3)  
☐ Approval for Unique Structure (Art.5.C.1.E.2)

**Note:** All application documents shall be consistent with the current Technical Manual, refer to the Zoning Web Page.

**6. ADJACENT PROPERTIES**

*Complete the chart below to identify the Use and Zoning information for the surrounding properties to the project.*

Adjacent Property	FLU	Zoning District	Existing Use (Res, Comm, Ind, etc.)	Approved Use (Res, Comm, Ind, etc.)	Existing Sq. ft. or DU/AC	Approved Sq. ft. or DU/AC	Control # (FKA Petition #)	Resolution # R _
EAST	CH	MUPD	Commercial	Commercial	181,424	181,424	1992-00023	2003-00940
NORTH	CH	MUPD	Commercial	Commercial	181,424	181,424	1992-00023	2003-00940
SOUTH	CH	MUPD	Commercial	Commercial	238	238	1992-00023	2003-00940
WEST	Commercial	C-1	Commercial	Commercial	9,590	9,590	N/A	N/A

**7. COMPLIANCE**

YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Is the property in compliance with all previous Conditions of Approval and applicable Code Requirements? <i>If no, please explain in the Justification Statement.</i>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Is the property currently the subject of Code Enforcement action? <i>If yes, provide Code Enforcement Case Number: _____</i>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Will the request require modification(s) to a recorded plat or plat with Technical Compliance? <i>If yes, explain in the Justification Statement.</i>
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Is the subject property an existing legal lot of record? <i>If no, submit Legal Lot Review Application to the Land Development Division.</i>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Does the proposed improvements exceed the allowable improvement value of the existing structure as identified in ULDC, Article 1? <i>If yes, comply with Article 1.F – Nonconformities.</i>

**8. PROPOSED USE DETAILS**

Building Name	Use(s) (as per ULDC)	Square Footage	Number of Units	Phase Name	Outparcel
Car wash	Car Wash	2,700	N/A	N/A	YES

9. CONCURRENCY			
Concurrency Reservation <input type="checkbox"/>		Concurrency Equivalency <input checked="" type="checkbox"/>	
Concurrency Exemption <input type="checkbox"/>			
A. Water Provider:	PBC Water Utility Department		
B. Waste Water Provider:	PBC Water Utility Department		
C. Drainage District:	Lake Worth Drainage District		
D. Traffic Provider:	PBC	Traffic Trips Existing:	0
E. Mass Transit Provider:	Palm Tran	Traffic Trips Proposed:	
F. Traffic Capacity:	Number of Gross Peak Hour Trips = (If greater than 30; a traffic study will be required)		
G. Public School:	N/A		
H. Public Health Provider:	Palm Beach County	Well /Septic tank : N/A	
I. Parks	N/A		
J. Fire Rescue	Palm Beach County Fire Rescue - Station #24		
K. Solid Waste:	Solid Waste Authority		
L. Check the proposed means of achieving access from the development site to a point of Legal Positive Outfall for storm water discharged from the site:	<input type="checkbox"/> Property is contiguous to a natural waterway, or a canal owned and operated by a water control district. <input type="checkbox"/> Property owner has legally established drainage rights to convey storm water through all intervening properties between the development site and natural waterway or water control district canal. <input checked="" type="checkbox"/> Property abuts a road with a functioning drainage system, and property owner has obtained written confirmation from the entity responsible for maintaining the road that the proposed development is eligible to utilize the road drainage system, subject to meeting all permit requirements for drainage connection. <input type="checkbox"/> Other (specify): _____		

10. ENVIRONMENTAL ANALYSIS	
<b>ENVIRONMENTAL RESOURCE MANAGEMENT (ERM) – Art. 14.B.8.C</b>	
Is there Native Vegetation on Site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes; a <b>Pre-Application Appointment</b> with ERM is required; Enter date of PAA meeting with ERM _____;
<b>General Vegetation Statement:</b> Existing protected vegetation, if removed by proposed development, shall be mitigated in accordance with the ULDC standards. Therefore, there will be no impacts to the natural environment if this site is develop as intended.	
Existing and Proposed Grade/Elevation where existing Native Vegetation is to be preserved:	There is evidence of existing native vegetation to be preserved in place or mitigated. See attached tree survey and tree disposition plan.
Is site in a Wellfield protection zone?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes; submit <b>Wellfield Protection Affidavit</b> , available from ERM
<b>HEALTH DEPARTMENT – Art.15</b>	
In Justification Statement, under heading "Hazardous Material", address type(s) and amount of: 1) all industrial, manufacturing, special or hazardous waste that may be generated; 2) airborne pollutants that may be generated (i.e. dust or other unconfined particulates such as NOx, SOx, CO, VOC's, heavy metals, etc.); and, 3) any special handling of solid waste that may be required.	

**This application is not complete without the following documents as attachments:**

1. **Justification Statement:** to address the purpose, project history, intent and design objectives of this request, refer to Art.2.A.6.A.1 for the required information.
2. **Status of Conditions of Approval (COA):**
  - a. Provide letter/document which includes the status of all current Conditions of Approval;
  - b. Include the exact language for any modification(s) to any Condition of Approval;
  - c. If the application request requires time extension for Commencement of Development or recording a Plat, then provide further explanation. (This explanation may be added to the Justification Statement.)

**Note:** Please refer to PZB Zoning Website for all ULDC Articles <http://www.pbcgov.com/uldc/index.htm> referenced in this document and the Technical Manual for helpful information <http://www.pbcgov.com/techmanual/index.htm>



## JUSTIFICATION STATEMENT

### Military Belvedere Shopping Center – Car Wash Palm Beach County Development Review Officer (DRO) Application Westgate/Belvedere Submittal: August 30, 2021

#### Introduction

On behalf of the Property Owner, 1098 N. MILITARY LLC ("Owner"), and the Applicant and Contract Purchaser, M&M N MILITARY LLC ("Applicant"), Bowman Consulting Group, Ltd. and Dunay, Miskel & Backman, LLP ("Petitioner") respectfully requests your approval of this Development Review Officer ("DRO") application for a property located in unincorporated Palm Beach County, Florida. The ±0.68-acre (29,538.04 S.F.) subject property (PCN: 00-42-43-25-31-001-0060) is located on the east side of N Military Trail just north of Belvedere Road within the Military Belvedere Shopping Center MUPD ("subject property"). The Applicant seeks to redevelopment the subject property into an express car wash including a 2,700 square-foot wash tunnel and sixteen self-service vacuum stations. This project was the subject of pre-application meetings with both Palm Beach County Zoning staff on May 28, 2021 and with Westgate CRA staff on August 19, 2021.

Currently, the subject property supports Future Land Use designations of Commercial High (CH) and within the Multiple Use Planned Development (MUPD) zoning district. The subject property is also within the Westgate/Belvedere Community Redevelopment Area ("CRA") overlay and within the Urban Highway (UH) subdistrict. A car wash use is a DRO use per Article 4 of the Palm Beach County Unified Land Development Code ("ULDC"). The subject property currently contains a 1,893 square-foot restaurant building, which be demolished as part of the redevelopment of the property. The latest site plan of record with Palm Beach County is Military Belvedere Shopping Center (Control 1992-23) - Exhibit No. 52 approved on July 23, 2003. The latest Palm Beach County Board of County Commissioners approval was on July 22, 2003 (Resolution R-2003-940). It should be noted that there are active applications for a Development Order Amendment, Class A Conditional Use, and Abandonment (Application No. CA/ABN/DOA-2021-00249) submitted by Dunay, Miskel & Backman, LLP who is also listed as a Petitioner on this DRO application.

Below is a summary of surrounding properties:

Adjacent Lands	Uses	FLU	Zoning
Subject Property	Restaurant Type 2	CH	MUPD
North	Retail (Walmart)	CH	MUPD
South	Gas and Fuel, Retail & Convenience Store (Murphy Express Gas station and Convenience Store)	CH	MUPD
East	Retail (Walmart)	CH	MUPD
West	Commercial Shopping Center with (Retail, Restaurant, Liquor Store and personal services)	Commercial*	C-1*

\*Town of Haverhill

## **Request**

The Applicant is requesting approval of this DRO application for:

- A Development Review Officer (DRO) Use to allow a car wash on the subject property;

The purpose of this applications is to redevelopment the site into a 2,700 square-foot car wash tunnel, sixteen (16) self-service vacuum stations, 2 pay stations and two (2) employee parking spaces. The Applicant is proposing to demolish the existing building and parking lot. Every effort was made to preserve in place the existing trees on the site but due to the size of the property (under  $\frac{3}{4}$  of an acre) a few trees will need to be removed. See attached Tree Disposition Plan for further information.

## **Development Review Officer (DRO) Administrative Review Standards**

When considering a DO application that are subject to the Administrative Approval processes, the DRO shall utilize the Standards a through c indicated below:

### **a. Consistency with the Plan**

The proposed use is consistent with the purposes, goals, objectives and policies in the Plan, including standards for densities, and intensities of use.

Response: The proposed car wash use is consistent with the purposes, goals, objectives and policies of the County's Comprehensive Plan. The subject property is within the Commercial High (CH) Future Land Use designation, which is intended for commercial uses like the proposed car wash. This DRO application is consistent with the following Comprehensive Plan Policies:

**Objective 1.1 Managed Growth Tier System, #5.** *Facilitate and support infill development and revitalization and redevelopment activity through coordinated service delivery and infrastructure upgrades;*

Response: This objective encourages infill development and redevelopment activity, which is exactly what this DRO application is requesting. The subject property was developed with a restaurant use but unfortunately has closed and the property is used for temporary food trucks from time to time. By allowing this DRO use of a car was in this location it will eliminate the blight caused by a vacant commercial building and allow this property to once again be part of this vibrant community.

**Policy 1.2-b:** *Palm Beach County shall encourage and support sustainable urban development, including restoration, infill and adaptive reuse.*

Response: The subject property is located within the Military Belvedere Shopping Center MUPD at the northeast corner of N Military Trail and Belvedere Road. Unfortunately, adaptive reuse of the existing building has not been achieved since the restaurant closed years ago. The property's continued vacancy has rendered it effectively an infill parcel that requires redevelopment in order to prevent the foreseeable blight that occurs when a commercial space remains vacant for a long period of time. Therefore, the opportunity to redevelop this property is necessary to revitalize an active corner of a major intersection in Palm Beach County. The proposed DRO application is requesting to allow a car wash in this outparcel with required landscaping and buffering to ensure that the property is redeveloped consistent with the surrounding properties.

**b. Consistency with the Code**

The proposed use or amendment is not in conflict with any portion of this Code, and is consistent with the stated purpose and intent of this Code.

Response: The proposed Conditional Uses comply with all applicable standards and provisions of this Code for use, layout, function, and general development characteristics and all applicable portions of Article 4.B, Use Classification. The proposed uses are consistent with ULDC Articles 2, 3, 4, 5, 6, 7 and 8 as shown on the preliminary site plan and detailed below:

**Article 2:** The proposed uses are consistent with Article 2 as it relates to the DRO administrative review procedures and application requirements.

**Article 3:** The proposed uses are consistent with Article 3 as it relates to the MUPD zoning district, as well as the Westgate CRA Overlay specifically:

The proposed use meets the intent of ULDC Table 3.B.14.E – WCRAO Sub-area Use Regulations in that a Car Wash is permitted subject to supplementary standards listed in 4.B.2.C.4.

The proposed use meet the intent of ULDC Table 3.B.14.F – WCRAO Non-Residential and Mixed Use Sub-area PDRs, in that the preliminary site plan:

- Meets the minimum setbacks for UH as follows:
  - Front or Side Street: 10 feet Min. (20 feet provided);
  - Side: 15 feet Min. (34.4 feet provided); and
  - Rear: 25 feet (125.8 feet provided).

**Article 4:** The proposed uses are consistent with Article 4 as it relates to the use regulations, specifically in Article 4.B.2.C.4 – Car Wash as outlined below:

**4. Car Wash**

**a. Definition**

A permanent establishment engaged in washing or detailing motor vehicles which may use production line methods with a conveyor, blower, or other mechanical devices, and which may employ some hand labor. Detailing includes hand washing and waxing, striping, and interior cleaning.

**b. Typical Uses**

A Car Wash may include but is not limited to an automatic, full-service, hand wash, or self-service Car Wash. **Response: The proposed car wash is an automatic express with self-service vacuum stations.**

**c. Collocated – CG, PDD with CH FLU Designation**

A Car Wash may be Permitted by Right when collocated with a Retail Gas and Fuel Sales establishment. – **Response: N/A**

**d. Accessory Use – CL FLU Designation**

An Automatic Car Wash may be allowed as an accessory use to a Retail Gas and Fuel Sales subject to DRO Approval when it is located on the same lot. Auto detailing or other extended services shall be prohibited. – **Response: N/A**

**e. Zoning District – TMD**

A maximum of one Car Wash may be allowed. The Car Wash shall be located outside the main

street, and may be accessed from a secondary street, alley or from a parking lot. The Car Wash shall not be visible from the main street. – **Response: N/A**

**Article 5:** The proposed car wash is consistent with Article 5 Supplementary Use Standards, specifically the following:

The proposed uses meet the standards listed in ULDC Art.5, Supplementary Standards, as follows:

- Per ULDC Art.5.B.1.A.8 a dumpster and recycling area has been provided with enclosure, gates and the required landscape hedge shown.

**Article 6:** The proposed car wash is consistent with Article 6 Parking, specifically the following:

- The proposed amendment meets the standards listed in ULDC Art.6, Parking, as follows:
  - Per ULDC Table 6.A.1.B, Minimum Off-Street Parking and Loading Requirements, the project will provide the minimum off-street parking spaces for the uses as follows:
    - Car Wash – Parking: 1 space per 200 s.f. of office area @ 450 s.f. = 2 spaces  
**Required: 2 spaces**  
**Provided: 16 spaces**
  - Per ULDC Table 6.A.1.D, Parking Space for Persons Who Have Disabilities, the proposed uses meet the required spaces for persons who have disabilities as follows:
    - Requires 1 ADA space, provided 1 ADA spaces with access to building and ROW.
  - Per ULDC Table 6.E.2.B, Minimum Loading Requirements
    - Proposed car wash use meets the minimum off-street loading spaces for the uses as follows:
      - Car WASH: **Not required as use is under 10,000 s.f.**

**Article 7:** The proposed uses are consistent with Article 7 Landscaping, specifically the following:

- The proposed amendment meets the standards listed in ULDC Art.7, Landscaping, as follows:
  - Per ULDC Art.7.C.2, Perimeter Buffers, the project provides 20-foot ROW landscape buffers along N Military Trail.
  - Per ULDC Art.7.C.3.B, Foundation Planting, the project provides the minimum 8-foot width along the front. The car wash tunnel openings are exempt from this requirements on the north and south sides of the building.

A preliminary landscape plan along with a preliminary tree disposition plan are being submitted with these applications for review by the DRO.

**Article 8:** The proposed car wash use will be consistent with Article 8 Signage. The Applicant is electing to submit the Final Master Sign Program with proposed architectural plans at time of building permit.

**c. Adequate Public Facilities**

The proposed use complies with Art. 2.F, Concurrency (Adequate Public Facility Standards).

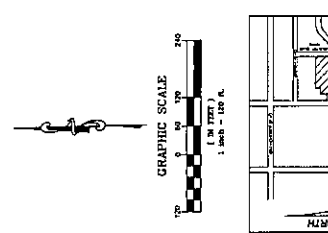
Response: The subject property is located within the Urban/Suburban Tier in the Urban Service Area with frontage along a major County corridors N Military Trail. Detailed information on each of the required facilities and services can be found below:

- a. Traffic: Please see attached traffic study by Simmons & White, Inc. and their conclusion that the proposed development meets the requirements of the Palm Beach County Traffic Performance Standards.
- b. Mass Transit: The nearest Palm Tran Route is Route #3 – PBG - BCR via MILITARY and Route #44 – WPB X-TOWN via BELVEDERE. The nearest bus stops are directly in from of property: Bus Stop ID#1228, Name: MILITARY TRL & DURHAM ST (northbound) and across Military Trail Bus Stop ID#1041, Stop Name: MILITARY TRL @ DURHAM ST (southbound).
- c. Potable Water and Wastewater: Potable water and wastewater service will be provided by Palm Beach County Water Utilities Department who has capacity and availability and currently services the existing development on the subject property.
- d. Drainage: The site is within the boundaries of the Lake Worth Drainage District (LWDD). Legal positive outfall will be provided for by piped connections to a drainage canal to the east. Drainage leaving the proposed system will be routed through outfall structures to meet water quality requirements before discharging offsite into existing exfiltration system serving the western portion of the MUPD system and ultimately the SFWMD C-10 Canal. Please refer to the Drainage Statement prepared by Bowman Consulting Group, Ltd. being included with this application.
- e. Fire Rescue: The nearest Palm Beach County Fire Rescue station is Station #24 (1734 Seminole Boulevard) located approximately 1.4 miles from the subject property.

In conclusion, the proposed car wash is consistent with the Goals, Objectives, and Policies of Palm Beach County Comprehensive Plan, the ULDC and the Westgate/Belvedere CRA. The proposed car wash is also compatible with the surrounding area due to the commercial nature of this area of Palm Beach County. On behalf of the Owner and the Applicant, Bowman Consulting Group, Ltd. and Dunay, Miskel & Backman, LLP respectfully requests your approval of this DRO application.

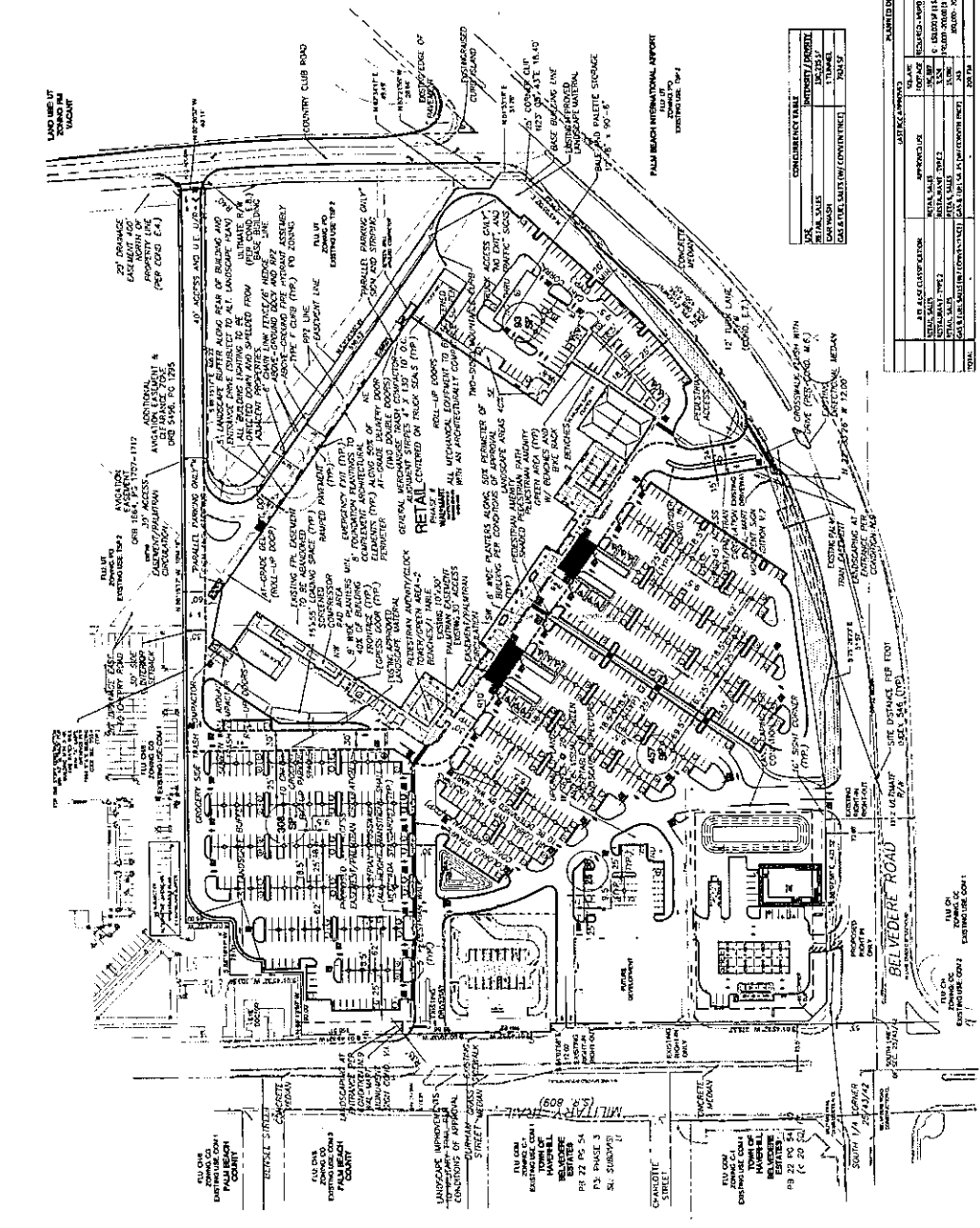






**LOCATION MAP**  
SEC 25    TWP 43S    RNG 42E

<b>SITE DATA TABLE</b>	
PROJECT NAME:	BIOCAPITAL MARYKAT
CONTROL NUMBER:	1980-06003
CERTIFICATION NUMBER:	AENDOCA-2021-00249
DATE OF LAST ZONING APPROVAL DATE:	02/23/2021
<b>OWNER</b>	US
<b>EXISTING LAND USE DESIGNATION</b>	CH
<b>PROPOSED EXISTING ZONING:</b>	CU
<b>PROPOSED ZONING:</b>	MUPD
<b>OVERLAYS:</b>	WCDASRA
<b>PROPERTY CONTROL NUMBERS:</b>	00-43-25-31-001-0070 (UNAFFECTED AREA)
	00-43-25-31-001-0080 (UNAFFECTED AREA)
	00-43-25-31-001-0090 (UNAFFECTED AREA)
	00-43-25-31-001-0060 (UNAFFECTED AREA)
	00-43-25-31-001-0066 (UNAFFECTED AREA)
<b>EXISTING USES</b>	RETAIL, SALES, GAS AND FUEL RETAIL (W/ CONVENIENCE STORE), RESTAURANT TYPE 2
<b>PROPOSED USES</b>	RETAIL, SALES, GAS AND FUEL RETAIL (W/ CONVENIENCE STORE).
<b>REQUIRED SITE AREA</b>	5 AC
<b>PROPOSED SITE AREA</b>	22.42 AC
<b>REQUIRED MAX HEIGHT:</b>	25'
<b>PROPOSED MAX HEIGHT</b>	
<b>PROPOSED MAX HEIGHT TRAFFIC ANALYSIS ZONE:</b>	



PLANNED DEVELOPMENT THROUGH DATE									
LASTING IMPROVEMENTS				BUILDING		PROPERTY		FINANCING	
APPROVED USE		FOOTAGE		REDESIGN-IMPROVEMENTS-SCHE.		PROPOSED		REMARKS	
AREA	ACRES	TYPE	USE	REDESIGN-IMPROVEMENTS-SCHE.	FOOTAGE	PROPOSED	REMARKS	REMARKS	REMARKS
AREA 1	1.00	RESIDENTIAL	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AREA 2	2.00	RESIDENTIAL	2.00	2.00	2.00	2.00	2.00	2.00	2.00
AREA 3	3.00	RESIDENTIAL	3.00	3.00	3.00	3.00	3.00	3.00	3.00
AREA 4	4.00	RESIDENTIAL	4.00	4.00	4.00	4.00	4.00	4.00	4.00
AREA 5	5.00	RESIDENTIAL	5.00	5.00	5.00	5.00	5.00	5.00	5.00
AREA 6	6.00	RESIDENTIAL	6.00	6.00	6.00	6.00	6.00	6.00	6.00
AREA 7	7.00	RESIDENTIAL	7.00	7.00	7.00	7.00	7.00	7.00	7.00
AREA 8	8.00	RESIDENTIAL	8.00	8.00	8.00	8.00	8.00	8.00	8.00
AREA 9	9.00	RESIDENTIAL	9.00	9.00	9.00	9.00	9.00	9.00	9.00
AREA 10	10.00	RESIDENTIAL	10.00	10.00	10.00	10.00	10.00	10.00	10.00
AREA 11	11.00	RESIDENTIAL	11.00	11.00	11.00	11.00	11.00	11.00	11.00
AREA 12	12.00	RESIDENTIAL	12.00	12.00	12.00	12.00	12.00	12.00	12.00
AREA 13	13.00	RESIDENTIAL	13.00	13.00	13.00	13.00	13.00	13.00	13.00
AREA 14	14.00	RESIDENTIAL	14.00	14.00	14.00	14.00	14.00	14.00	14.00
AREA 15	15.00	RESIDENTIAL	15.00	15.00	15.00	15.00	15.00	15.00	15.00
AREA 16	16.00	RESIDENTIAL	16.00	16.00	16.00	16.00	16.00	16.00	16.00
AREA 17	17.00	RESIDENTIAL	17.00	17.00	17.00	17.00	17.00	17.00	17.00
AREA 18	18.00	RESIDENTIAL	18.00	18.00	18.00	18.00	18.00	18.00	18.00
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AREA 22	22.00	RESIDENTIAL	22.00	22.00	22.00	22.00	22.00	22.00	22.00
AREA 23	23.00	RESIDENTIAL	23.00	23.00	23.00	23.00	23.00	23.00	23.00
AREA 24	24.00	RESIDENTIAL	24.00	24.00	24.00	24.00	24.00	24.00	24.00
AREA 25	25.00	RESIDENTIAL	25.00	25.00	25.00	25.00	25.00	25.00	25.00
AREA 26	26.00	RESIDENTIAL	26.00	26.00	26.00	26.00	26.00	26.00	26.00
AREA 27	27.00	RESIDENTIAL	27.00	27.00	27.00	27.00	27.00	27.00	27.00
AREA 28	28.00	RESIDENTIAL	28.00	28.00	28.00	28.00	28.00	28.00	28.00
AREA 29	29.00	RESIDENTIAL	29.00	29.00	29.00	29.00	29.00	29.00	29.00
AREA 30	30.00	RESIDENTIAL	30.00	30.00	30.00	30.00	30.00	30.00	30.00
AREA 31	31.00	RESIDENTIAL	31.00	31.00	31.00	31.00	31.00	31.00	31.00
AREA 32	32.00	RESIDENTIAL	32.00	32.00	32.00	32.00	32.00	32.00	32.00
AREA 33	33.00	RESIDENTIAL	33.00	33.00	33.00	33.00	33.00	33.00	33.00
AREA 34	34.00	RESIDENTIAL	34.00	34.00	34.00	34.00	34.00	34.00	34.00
AREA 35	35.00	RESIDENTIAL	35.00	35.00	35.00	35.00	35.00	35.00	35.00

CONCURRENCY TABLE	
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2 TUNNELS	500
3 TUNNELS	250
4 TUNNELS	125
5 TUNNELS	62.5
6 TUNNELS	31.25
7 TUNNELS	15.625
8 TUNNELS	7.8125
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PROPERTY DEVELOPMENT REGULATIONS													
FORMING DISTRICT AND		MINIMUM LOT DIMENSIONS					FAR	MAX. BUILDING COVERAGE	IMPERVIOUS SURFACE AREA	SETBACKS/SEPARATION			
		SIZE	WIDTH	DEPTH	FRONTAGE	FRONT				SIDE	STREET	REAR	
REQUIRED - MUPO	5 AC	300'	300'	-	-	6% MAX	50%	-	-	20'	15'	25'	20'
REQUIRED - MUPO	22-48	1272'	544'	544'	747'	50.2%	20-24%	82.7%	31.5'	76.6'	31.5'	42.8'	

TOLLING STANDARDS			
LOADING/RECEIVING VEHICLE	LOADING SPACE IN QUART	POSTING	PREPOSTED
1 SPACE FOR 4 TOLLING			
1 SPACE/ADDITIONAL			
2 TOLLING OF 4	\$	11	11

AMENDMENT STAMP                      ZONING STAMP

AMENDMENT STAMP                      ZONING STAMP

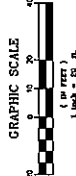
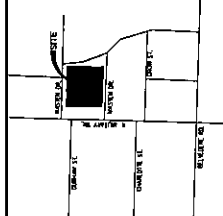


PSP-4

**ZONING STAMP**

AMENDMENT STAMP

## LOCATION MAP



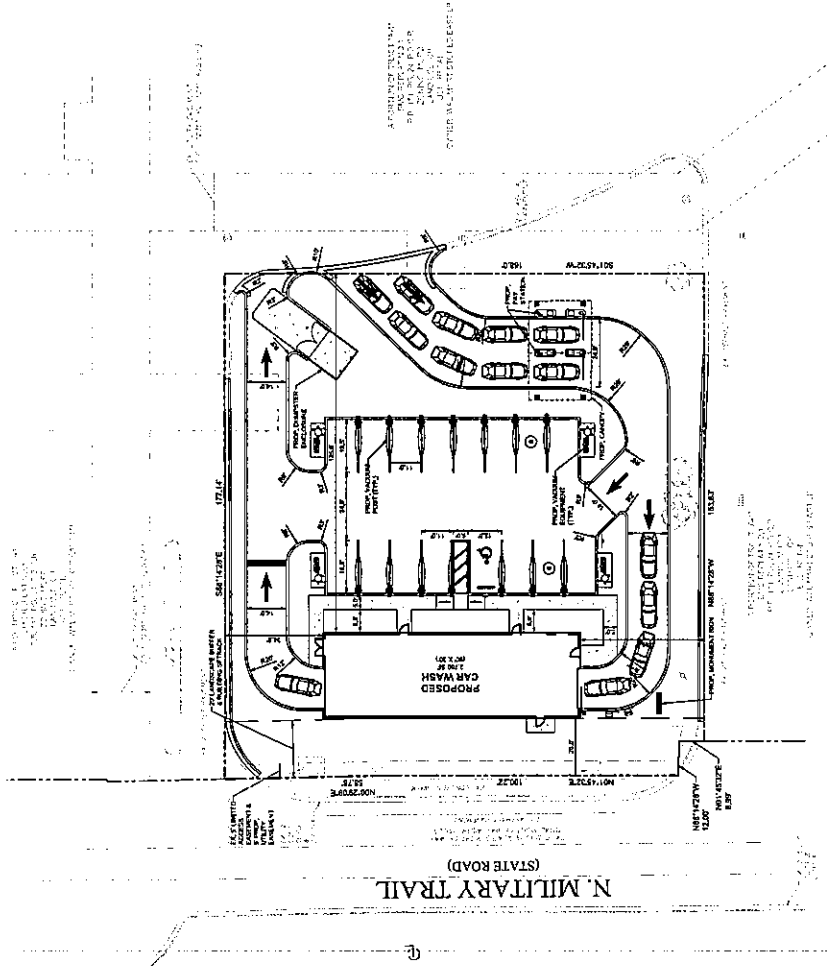
PRELIMINARY SITE PLAN  
MILITARY BELVEDERE SHOPPING CENTER  
CAR WASH  
1098 N. MILITARY TRAIL  
PALM BEACH COUNTY, FLORIDA

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**Bowman**  
Certificate of Incorporation (Expires Feb. 2042)  
Bowman Consulting Group Ltd  
www.bowmaninc.com  
© 2021 Bowman Consulting Group Ltd  
Phone: (505) 314-4430  
13450 W. Sunnyside Blvd., Suite 200  
Sunvale, FL 33325

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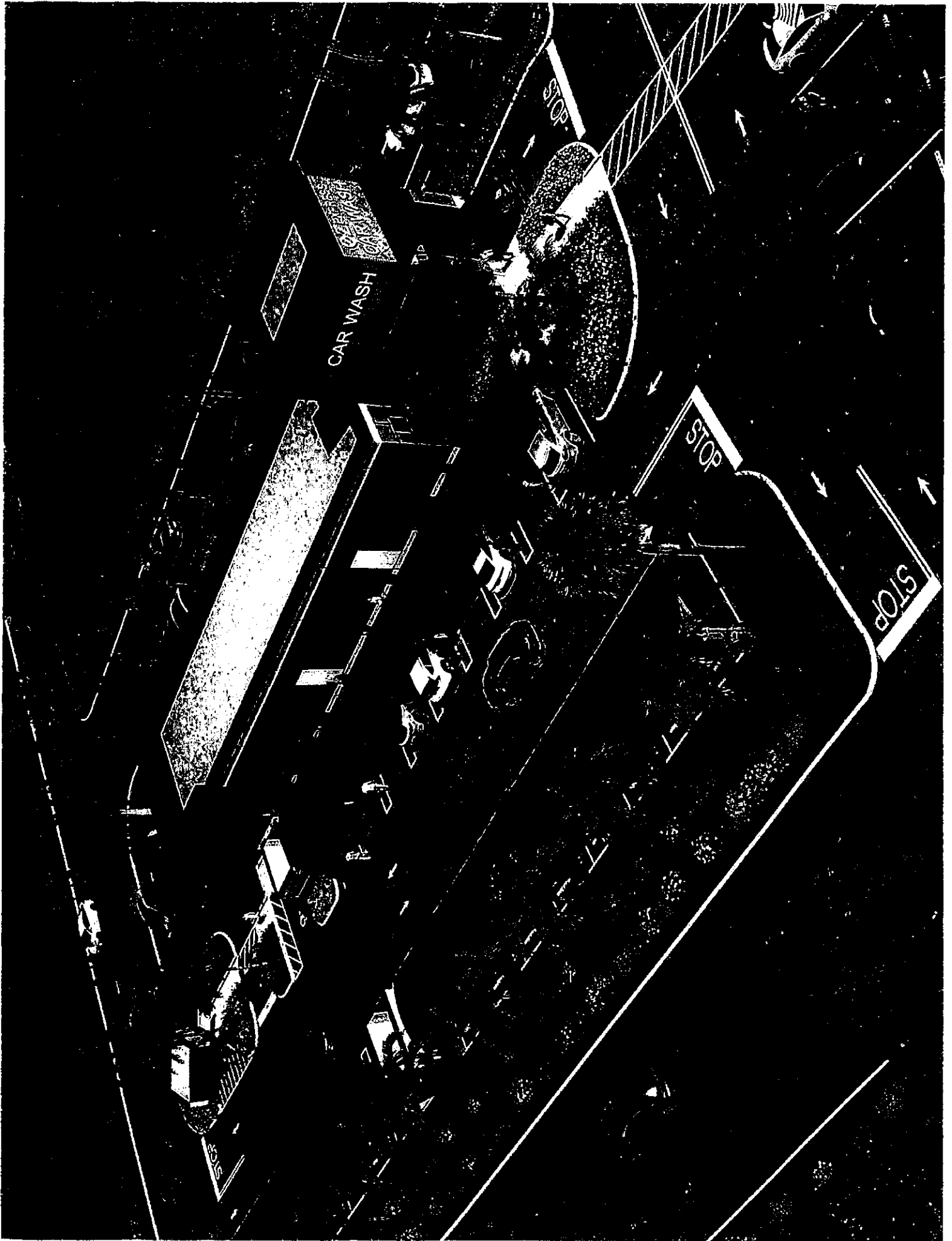
USE:	CAR WASH	1 CAR WASH TUNNEL
CONCURRENCY		

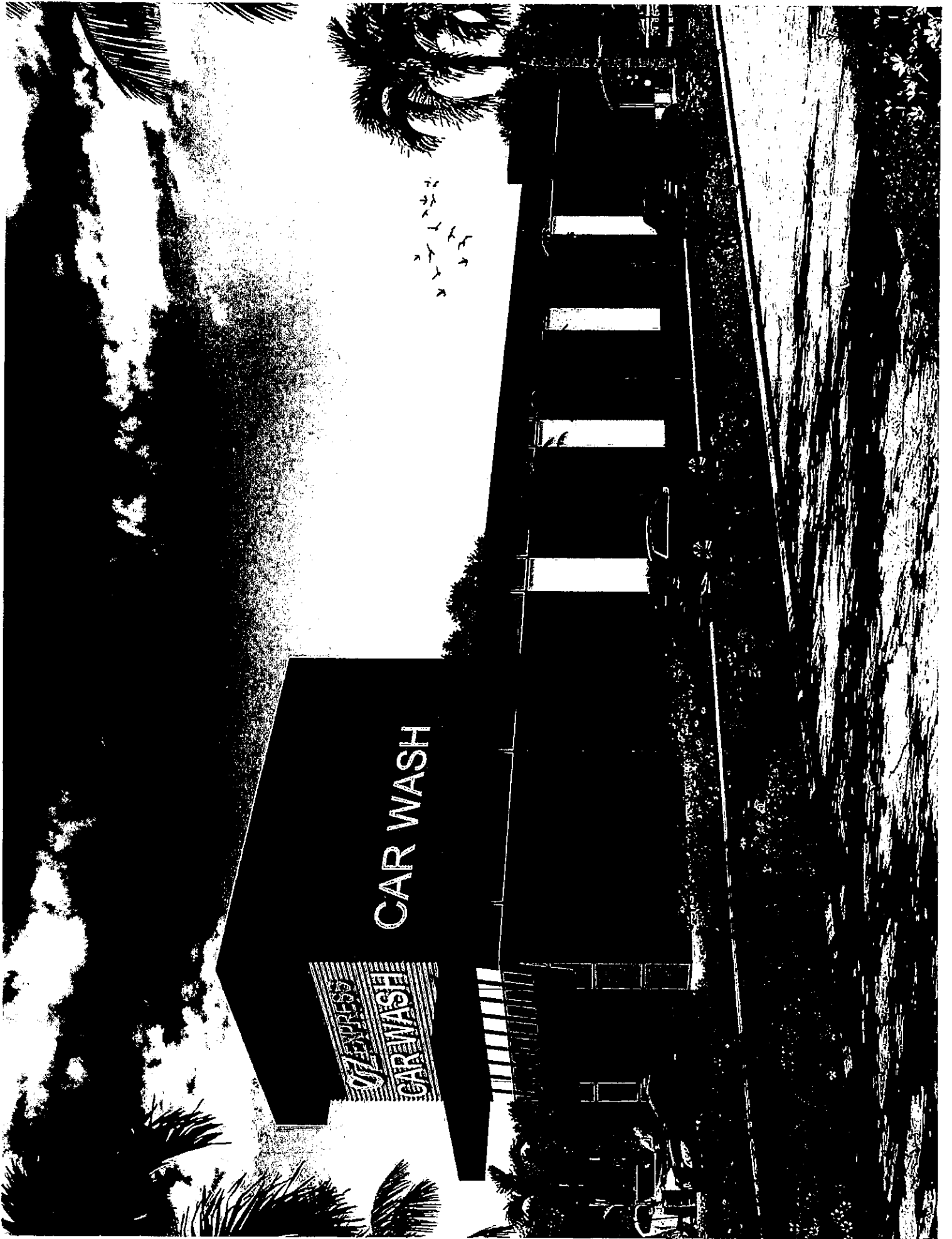
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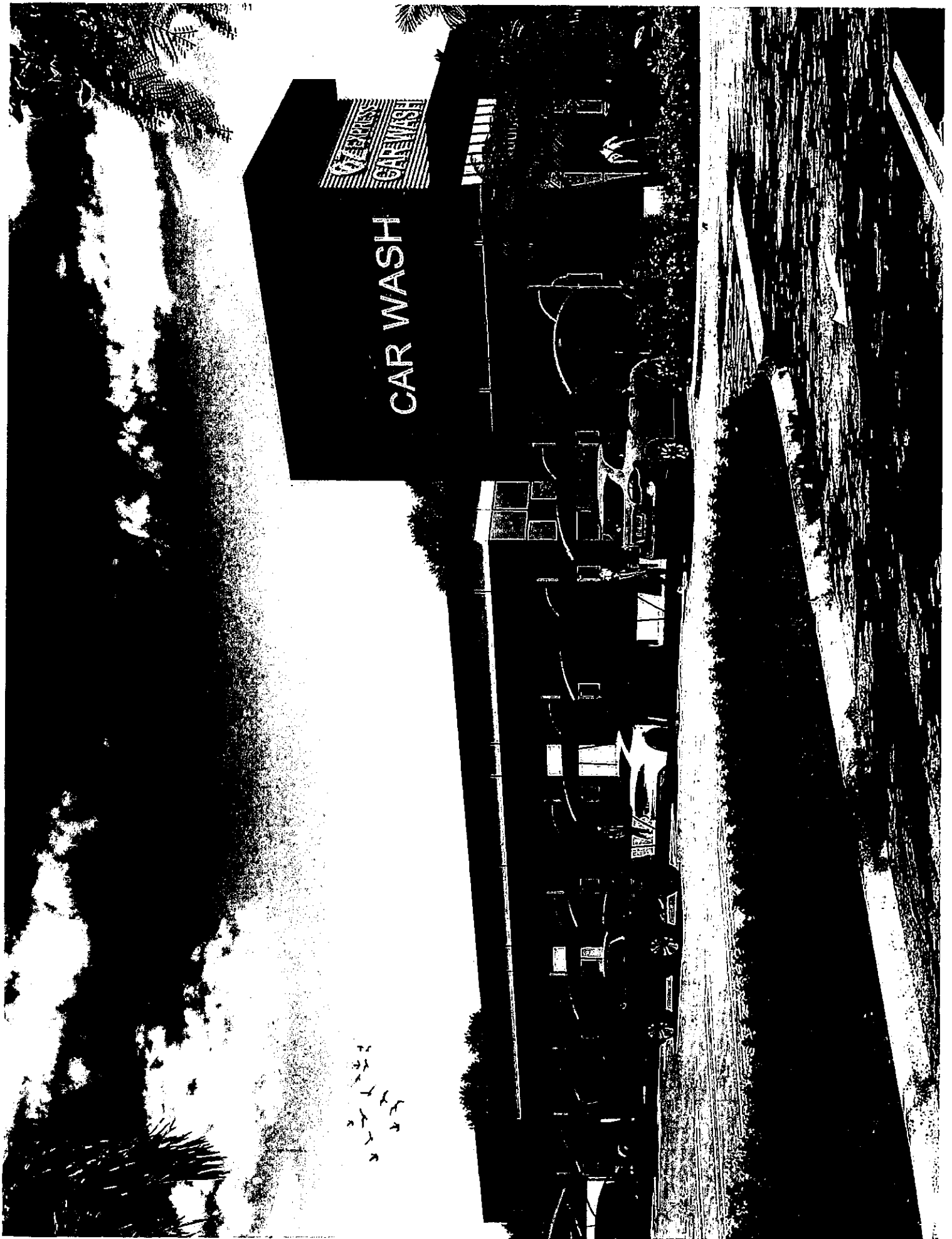


## PLANT SCHEDULE

GRAPHIC SCALE  
(in feet)  
1 inch = 20 ft







# INSIGNIFICANT TRAFFIC IMPACT STATEMENT

## MILITARY BELVEDERE SHOPPING CENTER - CAR WASH PALM BEACH COUNTY, FLORIDA

### Prepared for:

Bowman Consulting Group Ltd.  
13450 Sunrise Boulevard  
Suite 320  
Sunrise, Florida 33323

Job No. 21-12

Date: August 30, 2021

Digitally signed by Robert F.  
Rennebaum

Date: 2021.08.30 15:56:20 -04'00'

Robert F. Rennebaum, P.E.  
FL Reg. No. 41168

Robert F. Rennebaum, P.E., State of Florida,  
Professional Engineer, License No. 41168

This item has been electronically signed and  
sealed by Robert F. Rennebaum, P.E. on 08/30/2021  
using a SHA-1 Authentication Code.

Printed copies of this document are not considered signed  
and sealed and the SHA-1 Authentication Code must  
be verified on any electronic copies.

94

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## TABLE OF CONTENTS

1.0	SITE DATA .....	2
2.0	PURPOSE OF STUDY.....	2
3.0	TRAFFIC GENERATION .....	3
4.0	SITE RELATED IMPROVEMENTS.....	4
5.0	CONCLUSION .....	4

## 1.0 SITE DATA

The subject parcel is located on the east side of Military Trail, just north of Belvedere Road in Palm Beach County, Florida and contains approximately 0.68 acres. The Property Control Number (PCN) for the subject parcel is 00-42-43-25-31-001-0060. Proposed site development consists of demolishing the existing (vacant) improvements and constructing a single lane automated 2700 SF car wash facility with a project build-out of 2024. Site access is proposed via cross access with the adjacent shopping center to the east. For additional information concerning site location and layout, please refer to the Site Plan prepared by Bowman Consulting Group, Ltd.

## 2.0 PURPOSE OF STUDY

This study will analyze the proposed development's impact on the surrounding major thoroughfares within the project's radius of development influence in accordance with the Palm Beach County Unified Land Development Code Article 12 – Traffic Performance Standards (TPS). The Traffic Performance Standards state that a Site Specific Development Order for a proposed project shall meet the standards and guidelines outlined in two separate "Tests" with regard to traffic performance.

Test 1, or the Build-out Test, relates to the build-out period of the project and requires that a project not add traffic within the radius of development influence which would have total traffic exceeding the adopted LOS at the end of the build-out period. This Test 1 analysis consists of two parts and no project shall be approved for a Site Specific Development Order unless it can be shown to satisfy the requirements of Parts One and Two of Test 1.

Part One – Intersections, requires the analysis of major intersections, within or beyond a project's radius of development influence, where a project's traffic is significant on a link within the radius of development influence. The intersections analyzed shall operate within the applicable threshold associated with the level of analysis addressed.

Part Two – Links, compares the total traffic in the peak hour, peak direction on each link within a project's radius of development influence with the applicable LOS "D" link service volumes. The links analyzed shall operate within the applicable thresholds associated with the level of analysis addressed.



## 2.0 PURPOSE OF STUDY (CONTINUED)

Test 2, or the Five Year Analysis, relates to the evaluation of project traffic five years in the future and requires that a project not add traffic within the radius of development influence which would result in total traffic exceeding the adopted LOS at the end of the Five Year Analysis period. This test requires analysis of links and major intersections as necessary within or beyond the radius of development influence, where a project's traffic is significant on a link within the radius of development influence.

This analysis shall address the total traffic anticipated to be in place at the end of the fifth year of the Florida Department of Transportation Five Year Transportation Improvement Program in effect at the time of traffic analysis submittal.

The existing roadway network as well as both the State and Palm Beach County Five Year Road Program improvements, with construction scheduled to commence prior to the end of the Five Year Analysis Period shall be the Test 2 roadway network assumed in the analysis. The total traffic in the peak hour, peak direction on each link within a project's radius of development influence shall be compared with the applicable LOS "E" service volumes. The links analyzed shall operate within the applicable thresholds associated with the level of analysis addressed.

This study will verify that the proposed development's traffic impact will meet the above Traffic Performance Standards.

## 3.0 TRAFFIC GENERATION

The Palm Beach County Unified Land Development Code Article 12 requires that for any application for a site specific development order on property on which there are vested uses shall be subject to the Palm Beach County Traffic Performance Standards to the extent the traffic generation projected for the site specific development order exceeds the traffic generation of the vested uses.

The generation rates and capture rates of the vested uses shall be updated to current pro forma traffic generation and passer-by rates and shall be used to calculate vested uses/current approval traffic.

The traffic to be generated by the proposed site modifications has been calculated in accordance with the traffic generation rates listed in the *ITE Trip Generation Manual, 10<sup>th</sup> Edition* and rates published by the Palm Beach County Engineering Traffic Division as shown in Tables 1, 2, and 3. Table 1 shows the daily traffic generation associated with the proposed development in trips per day (tpd). Tables 2 and 3 show the AM and PM peak hour traffic generation, respectively, in peak hour trips (pht). The traffic to be generated by the proposed plan of development for a single lane automated car wash may be summarized as follows:

### 3.0 TRAFFIC GENERATION (CONTINUED)

#### Proposed Plan of Development

Daily Traffic Generation	=	166 tpd
AM Peak Hour Traffic Generation (In/Out)	=	12 pht (6 In/6 Out)
PM Peak Hour Traffic Generation (In/Out)	=	14 pht (7 In/7 Out)

### 4.0 SITE RELATED IMPROVEMENTS

The AM and PM peak hour volumes at the project entrances for the overall development with no reduction for pass by credits are shown in Tables 2 and 3 and may be summarized as follows:

#### **Directional Distribution (Trips IN/OUT)**

AM = 6 / 6  
PM = 7 / 7

As previously mentioned, site access is proposed via cross access driveways to the adjacent commercial shopping center to the east. Based on the peak hour volumes shown above and the Palm Beach County Engineering Guideline used in determining the need for turn lanes of 75 right turns or 30 left turns in the peak hour, additional turn lanes are not warranted or recommended.

### 5.0 CONCLUSION

The proposed development has been estimated to generate 166 trips per day, 12 AM peak hour trips, and 14 PM peak hour trips at project build-out in 2024. A brief review of the links within the project's radius of development influence reveals that the proposed development will have an insignificant project assignment and will therefore meet the requirements of the Palm Beach County Traffic Performance Standards.

# MILITARY TRAIL EXPRESS CAR WASH

08/30/21

## PROPOSED DEVELOPMENT

TABLE 1 - Daily Traffic Generation

Landuse	ITE Code	Intensity	Rate/Equation	Dir Split In Out	Gross Trips	Internalization % Total	External Trips	Pass-by % Trips	Net Trips
Carwash (Automated)*	PBC	1	166.00		166	0	166	0%	166
Grand Totals:					166	0.0%	166	0%	166

TABLE 2 - AM Peak Hour Traffic Generation

Landuse	ITE Code	Intensity	Rate/Equation	Dir Split In Out	Gross Trips In Out Total	Internalization % In Out Total	External Trips In Out Total	Pass-by % Trips	Net Trips In Out Total
Carwash (Automated)*	PBC	1	11.97	0.50 0.50	6 6 12	0.0% 0.0% 0.0%	6 6 12	0% 0% 0%	6 6 12
Grand Totals:					6 6 12	0.0% 0.0% 0.0%	6 6 12	0% 0% 0%	6 6 12

TABLE 3 - PM Peak Hour Traffic Generation

Landuse	ITE Code	Intensity	Rate/Equation	Dir Split In Out	Gross Trips In Out Total	Internalization % In Out Total	External Trips In Out Total	Pass-by % Trips	Net Trips In Out Total
Carwash (Automated)*	PBC	1	13.65	0.50 0.50	7 7 14	0.0% 0.0% 0.0%	7 7 14	0% 0% 0%	7 7 14
Grand Totals:					7 7 14	0.0% 0.0% 0.0%	7 7 14	0% 0% 0%	7 7 14

Notes:

k.) Daily rate taken from PBC trip gen. study. Peak hour rates derived by applying peak to daily ratios for gas station to daily carwash rate.

# Bowman

**Control Name:** Military Belvedere Shopping Center

**Project Name:** EZ Express Carwash

**Control Number:** 1992-23

**Site Address/Location:** 1098 N. Military Trail

**Date:** August 27, 2021

## Drainage Statement

### PROJECT DESCRIPTION

The proposed project consists of demolishing an existing Restaurant located at 1098 N. Military trail and redevelop the site with a new 2,700 SF EZ Express Car Wash. The subject property is a 0.68 acre outparcel located within an exiting MUPD with control number 1992-23.

### PERMITTING REQUIREMENTS

The site is located within South Florida Water Management District's (SFWMD) C-51 drainage basin within eastern Palm Beach County, but does not have an active permit with SFWMD or Palm Beach County. The proposed project will require "10-2" self-certification through FDEP as well as a drainage permit from Palm Beach County Building Department.

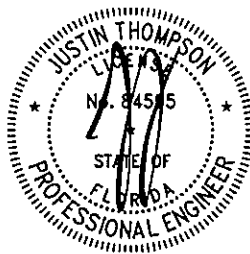
### DRAINAGE FACILITIES

The proposed drainage system will be designed in accordance with Palm Beach County's Unified Land Development Code (ULDC) as well as SFWMD requirements. The system will consist of a series of interconnected catch basins and pipes to collect and convey the storm water runoff. Treatment for 2.5" over the entire site's impervious area will be provided for in the proposed trenches before discharging offsite. The FFE elevation of the building is to be set higher than the adjacent sidewalk, crown of nearest roadway, and above the maximum stage of the 100 year – 3 day storm event.

### LEGAL POSITIVE OUTFALL

Legal positive outfall will be provided for by piped connections to a drainage canal to the east. Drainage leaving the proposed system will be routed through outfall structures to meet water quality requirements before discharging offsite into existing exfiltration system serving the western portion of the MUPD system and ultimately the SFWMD C-10 Canal. No drainage permit exists for the current restaurant, but the proposed EZ Express Car Wash will be designed to meet the existing conditions for maximum discharge rates conveyed to the adjacent canal.

Should you have any questions or concerns, please do not hesitate to contact me via phone at (954) 314-8480.



08/30/2021

**Justin Thompson, P.E.**

Florida License No. 84595

**Bowman Consulting Group, LTD.**

Board of Professional Engineers –

Certificate of Authorization No. 30462

This item has been digitally signed and sealed by Justin Thompson, P.E. on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

13450 W. Sunrise Boulevard, Suite 320, Sunrise, Florida 33323

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**REDEVELOPMENT TRUST FUND**

	<b>APPROVED BUDGET FY2021</b>	<b>PROPOSED BUDGET FY2022</b>	<b>INCREASE/ (DECREASE)</b>
<b>REVENUE:</b>			
Balance Brought Forward	1,000,000	2,000,000	1,000,000
Ad Valorem Taxes (TIF)	2,737,786	2,950,477	212,691
Rental Income	65,000	76,623	11,623
Interest	1,000	1,000	0
<b>TOTAL REVENUE</b>	<b>3,803,786</b>	<b>5,028,100</b>	<b>1,224,314</b>
<b>EXPENSES:</b>			
<b>Employee Expenditures:</b>			
Salaries & Wages	385,530	424,000	38,470
Retirement	34,670	38,200	3,530
Insurance - Health/Dental	74,000	74,000	0
Payroll Taxes	30,000	33,000	3,000
<b>Total Payroll Expenditures</b>	<b>524,200</b>	<b>569,200</b>	<b>45,000</b>
<b>Professional Expenditures</b>			
Eng. & Const. Coordination	200,000	400,000	200,000
Technical Assistance	350,000	200,000	-150,000
Audit Fees	20,000	25,000	5,000
Legal Fees	50,000	50,000	0
<b>Total Professional Expenditure</b>	<b>620,000</b>	<b>675,000</b>	<b>55,000</b>
<b>Other Expenditures</b>			
Government Fees & Services	300	300	0
Insurance/Property/Liability	25,000	25,000	0
Landscape & Prop. Maintenance	140,000	140,000	0
Property Management	30,000	30,000	0
Streetlights/Utilities	65,000	65,000	0
Office Rent/Utilities	70,000	75,000	5,000
Advertising	10,000	10,000	0
Community Garden	100,000	100,000	0
Community Activities	100,000	100,000	0
PR & Marketing	60,000	60,000	0
Public Art	0	75,000	75,000
Bank Fees & Charges	2,200	2,200	0
Neighborhood Preserv. Grant	60,000	80,000	20,000
COVID-19 SBA Program	100,000	0	-100,000
Tenant Buildout Asst.	100,000	100,000	0
Rent Asst. program	100,000	100,000	0
Site Develop. Asst. Program	225,000	225,000	0
Commun /Mailouts	6,500	6,500	0
Dues & Subscriptions	2,500	2,500	0
Housing & Economic Devel.	350,000	370,000	20,000
Staff & Board Development	15,000	15,000	0
Office Equipment/Supplies	20,000	20,000	0
Miscellaneous	18,086	22,400	4,314
Transfer to Capital Improv.	1,060,000	2,160,000	1,100,000
<b>Total Other Expenditures</b>	<b>2,659,586</b>	<b>3,783,900</b>	<b>1,124,314</b>
<b>Total Expenditures</b>	<b>3,803,786</b>	<b>5,028,100</b>	<b>1,224,314</b>

## CAPITAL IMPROVEMENT FUND

	APPROVED FY2021	PROPOSED FY2022	INCREASE/ DECREASE
<b>REVENUES:</b>			
Balance Brought Forward	600,000	91,000	-509,000
Solid Waste Authority	91,000	91,000	0
Transferred from Trust Fund	1,060,000	2,160,000	1,100,000
USDA Grant	0	150,000	150,000
CDBG Grant	300,000	237,000	-63,000
<b>Total Revenue</b>	<b>2,051,000</b>	<b>2,729,000</b>	<b>678,000</b>
<b>EXPENDITURES:</b>			
<b>Construction Projects</b>			
Property Acquisition	600,000	800,000	200,000
BH Infrastructure Improvement	1,320,000	1,130,000	-190,000
Dog Park	131,000	149,000	18,000
USDA Community Garden	0	150,000	
Westgate Avenue	0	500,000	500,000
<b>Total Expenditures</b>	<b>2,051,000</b>	<b>2,729,000</b>	<b>678,000</b>

## Transportation Planning Agency Fund

	APPROVED FY2021	PROPOSED FY2022	INCREASE/ DECREASE	CONSTRUCTION
<b>REVENUES:</b>				
Balance Brought Forward	4,467,000	6,354,982	1,887,982	
Belvedere Heights Phase 1	0	0	0	
Belvedere Heights Phase 2	0	0	0	
Westgate Ave Streetscape	0	0	0	
Seminole Boulevard	887,982	0	-887,982	
Cherry Road	1,000,000	0	-1,000,000	
<b>Total Revenue</b>	<b>6,354,982</b>	<b>6,354,982</b>	<b>0</b>	
<b>EXPENDITURES:</b>				
<b>Construction Projects</b>				
Belvedere Heights Phase 1	1,104,000	1,104,000	0	2021
Belvedere Heights Phase 2	956,000	956,000	0	2022
Westgate Ave Streetscape	2,407,000	2,407,000	0	2023
Seminole Boulevard	887,982	887,982	0	2023
Cherry Road	0	1,000,000	1,000,000	2024
<b>Total Expenditures</b>	<b>5,354,982</b>	<b>6,354,982</b>	<b>1,000,000</b>	

## Table of Content

Introduction	2
Technology Hardware Purchasing Policy	3
Technology Software Purchasing Policy	4
Technology Software Use Policy	5
Use Your One Device Policy	7
Information Technology Security Policy	10
Information Technology Administration Policy	12
Website Policy	13
Information Technology Security Policy	15
Information Technology Service Agreement Policy	17
Emergency Management of Information Technology Policy	19
Technology Replacement and Upgrade Policy	21
Use of Email Policy	22
Computer Use Policy	23



# Introduction

The IT Policy and Procedure Manual provides the policies and procedures for selection and use of IT within the CRA which must be followed by all staff. It also provides guidelines the CRA will use to administer these policies, with the correct procedure to follow.

The CRA will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome.

These policies and procedures apply to all employees.

**SECTION: Information Technology**

**SUBJECT: Technology Hardware Purchasing Policy**

**Policy Number:**

**IT-001**

**I. Purpose of the Policy:**

This policy provides guidelines for the purchase of hardware for the CRA to ensure that all hardware technology is appropriate, value for money and where applicable integrates with other technology. The objective of this policy is to ensure that there is minimum diversity of hardware within the CRA.

Computer hardware refers to the physical parts of a computer and related devices. Internal hardware devices include motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners.

**II. PROCEDURES:**

This policy relates to the purchase of all desktops, servers, portable computers, computer peripherals, internal and external hardware, and mobile devices.

All purchase of hardware must be approved by the CRA management and provided for in the annual budget.

New hardware must be compatible with existing hardware and the server system.

Capacity of hardware to be bought need to be discussed with IT consulting firm and approved by CRA management.

Minor deviation from this policy can be approved by CRA management.

**SECTION: Information Technology**

**SUBJECT: Technology Software Purchasing Policy**

**Policy Number:**

**IT-002**

**I. Purpose of the Policy:**

This policy provides guidelines for the purchase of software for the CRA to ensure that all software used by the business is appropriate, value for money and where applicable integrates with other technology for the business. This policy applies to software obtained as part of hardware bundle or pre-loaded software.

**II. PROCEDURES:**

All software, including must be approved by CRA management prior to the purchase, use or download of such software.

The purchase of all software must adhere to this policy.

In the event that open source or freeware software, software that can be obtained without payment and usually downloaded directly from the internet, is needed, approval from management prior to the download or use of such software.

All open source or freeware must be compatible with the hardware and software systems.

**SECTION: Information Technology**

**SUBJECT: Technology Software Use Policy**

**Policy Number:**

**IT-003**

**I. Purpose of the Policy:**

This policy provides guidelines for the use of software for all employees within the CRA to ensure that all software use is appropriate. Under this policy, the use of all open source and freeware software will be conducted under the same procedures outlined for commercial software.

**II. PROCEDURES:**

All computer software copyrights, and terms of all software licenses will be followed by all employees of the CRA.

Westgate CRA is to be the registered owner of all software.

Only software obtained in accordance with the getting software policy is to be installed on the CRA computers.

A software upgrade shall not be installed on a computer that does not already have a copy of the original version of the software loaded on it.

Prior to the use of any software, the employee must receive instructions on any licensing agreements relating to the software, including any restrictions on use of the software.

All employees must receive training for all new software. This includes new employees to be trained to use existing software appropriately. Self-training is acceptable.

Where an employee is required to use software at home, an evaluation of providing the employee with a portable computer should be undertaken in the first instance. Where it is found that software can be used on the employee's home computer, authorization from the CRA management is required to purchase separate software if licensing or copyright restrictions apply. Where software is purchased in this circumstance, it remains the property of the CRA and must be recorded on the software register.

The unauthorized duplicating, acquiring or use of software copies is prohibited. Any employee who makes, acquires, or uses unauthorized copies of software will be considered for disciplinary action. The illegal duplication of software or other copyrighted works is not condoned within this the CRA. Disciplinary action will be taken where such event occurs.

**SECTION: Information Technology**

**SUBJECT: Use Your One Device Policy**

**Policy Number:**

**IT-004**

**I. Purpose of the Policy:**

This policy provides guidelines for the use of personally owned notebooks, smart phones, tablets and other mobile devices for CRA business purposes. All staff who use or the CRA's technology equipment and/or services are bound by the conditions of this Policy.

The importance of mobile technologies in improving business communication and productivity is acknowledged. In addition to the increased use of mobile devices, staff, Board Members, and certain guests are allowed to connect their own mobile devices to the CRA network and equipment.

**II. PROCEDURES:**

Personal mobile devices can only be used for the following business purposes: Email access, business internet access, business telephone calls.

Each employee who utilizes personal mobile devices agrees:

- Not to download or transfer business or personal sensitive information to the device. Sensitive information includes business or personal information that are considered sensitive to the business, for example intellectual property, other employee details.
- Not to use the registered mobile device as the sole repository for CRA's information. All business information stored on mobile devices should be backed up.
- To make every reasonable effort to ensure the CRA's information is not compromised through the use of mobile equipment in a public place. Screens displaying sensitive or critical information should not be seen by unauthorized persons and all devices used for CRA business should be password protected

- Not to share the device with other individuals to protect the business data access through the device
- To abide by CRA's internet policy for appropriate use and access of internet sites etc.
- To notify CRA immediately in the event of loss or theft of the registered device
- Not to connect USB memory sticks from an untrusted or unknown source to CRA's equipment.

All employees who use a personal mobile device for business use acknowledge that the business:

- Owns all intellectual property created on the device
- Can access all data held on the device, including personal data
- Will regularly back-up data held on the device
- Will delete all data held on the device in the event of loss or theft of the device
- Has first right to buy the device where the employee wants to sell the device
- Will delete all data held on the device upon termination of the employee. The terminated employee can request personal data be reinstated from back up data

#### Keeping mobile devices secure

The following must be observed when handling mobile computing devices (such as notebooks and iPads):

- Mobile computer devices must never be left unattended in a public place, or in an unlocked house, or in a motor vehicle, even if it is locked. Wherever possible they should be kept on the person or securely locked away
- Cable locking devices should also be considered for use with laptop computers in public places, e.g. in a seminar or conference, even when the laptop is attended
- Mobile devices should be carried as hand luggage when travelling by aircraft.

### Exemptions

This policy is mandatory unless granted an exemption. Any requests for exemptions from any of these directives, should be referred to CRA Management.

### Breach of this policy

Any breach of this policy will be reviewed by CRA management and adequate consequences will be applied.

### Indemnity

The CRA bears no responsibility whatsoever for any legal action threatened or started due to conduct and activities of staff in accessing or using these resources or facilities. All staff indemnify the CRA against any and all damages, costs and expenses suffered by the CRA arising out of any unlawful or improper conduct and activity, and in respect of any action, settlement or compromise, or any statutory infringement.



**SECTION: Information Technology**

**SUBJECT: Information Technology Security Policy**

**Policy Number:**

**IT-005**

**I. Purpose of the Policy:**

This policy provides guidelines for the protection and use of information technology assets and resources within the business to ensure integrity, confidentiality and availability of data and assets.

**II. PROCEDURES:**

**Physical Security**

For all servers, mainframes and other network assets, the area must be secured with adequate ventilation and appropriate access.

It will be the responsibility of CRA management to ensure that this requirement is followed at all times. Any employee becoming aware of a breach to this security requirement is obliged to notify management immediately.

All security and safety of all portable technology, such as laptop, notepads, iPad, will be the responsibility of the employee using it. Each employee is required to use s locks and/or passwords to ensure the asset is kept safely at all times to protect the security of the asset issued to them.

In the event of loss or damage, management will assess the security measures undertaken to determine if the employee will be required to reimburse the business for the loss or damage.

**Information Security**

All relevant data to be backed up here – either general such as sensitive, valuable, or critical business data is to be backed-up.

It is the responsibility of management, staff and IT consultant to ensure that data back-ups are conducted regularly, and the backed-up data is kept cloud, offsite venue, and local external storage drive.

All technology that has internet access must have anti-virus software installed. It is the responsibility of management, staff, and IT consultant to install all anti-virus software to ensure that this software remains up to date on all technology used by the business.

All information used within the business is to adhere to the privacy laws and the business's confidentiality requirements.

### Technology Access

Every employee will be issued with a unique identification code to access the business technology and will be required to set a password for access every technology device.

Each password is to be unique and strong and is not to be shared with any employee within the CRA.

Where an employee forgets the password or is 'locked out' after a certain number of attempts, then the IT consultant is authorized to reissue a new initial password that will be required to be changed when the employee logs in using the new initial password.

Every employee should have access to the server.

Employees are only authorized to use business computers for personal use for internet usage to check emails and other information relevant to the wellbeing of the employee.

**SECTION: Information Technology**

**SUBJECT: Information Technology Administration Policy**

**Policy Number:**

**IT-006**

**I. Purpose of the Policy:**

This policy provides guidelines for the administration of information technology assets and resources within the business.

**II. PROCEDURES:**

All software installed and the license information must be registered on the in a folder on the server. It is the responsibility of the employee that uses the software to ensure that this registered is maintained. The register must record the following information:

- What software is installed.
- What license agreements are in place for each software package
- Renewal dates if applicable.

IT Consultant and management are responsible for the maintenance and management of all service agreements for the technology. Any service requirements must first be approved by CRA management.

A technology audit is to be conducted annually to ensure that all information technology policies are being adhered to.

**SECTION: Information Technology**

**SUBJECT: Website Policy**

**Policy Number:**

**IT-007**

**I. Purpose of the Policy:**

This policy provides guidelines for the maintenance of all relevant technology issues related to the business website.

**II. PROCEDURES:**

**Website Register**

The website register must record the following details:

- List of domain names registered to the business
- Dates of renewal for domain names
- List of hosting service providers
- Expiry dates of hosting

The keeping the register up to date will be the responsibility of website management contractor.

Website management contractor will be responsible for any renewal of items listed in the register.

**Website Content**

All content on the business website is to be accurate, appropriate and current. This will be the responsibility of CRA staff.

All content on the website must follow latest guidelines approved by the Florida Legislature for special dependent districts specially for Community Redevelopment Agencies.

Any authorized CRA staff is allowed to make changes to certain content of the website.

Basic branding guidelines must be followed on websites to ensure a consistent and cohesive image for the business.

All data collected from the website is to adhere to the Privacy Act.

**SECTION: Information Technology**

**SUBJECT: Information Technology Security Policy**

**Policy Number:**

**IT-008**

**I. Purpose of the Policy:**

This policy provides guidelines for all electronic transactions undertaken on behalf of the CRA.

The objective of this policy is to ensure that use of electronic funds transfers and receipts are started, carried out, and approved in a secure manner.

**II. PROCEDURES:**

**Electronic Funds Transfer (EFT)**

All EFT payments and receipts must adhere to all finance policies in the Financial Policies and Procedures Manual.

All EFT arrangements, including receipts and payments must be submitted to the CRA bookkeeper.

EFT payments must have the appropriate authorization for payment in line with the financial transactions policy.

EFT payments must be appropriately recorded in line with finance policy.

EFT payments once authorized, will be entered into the QuickBooks by the CRA bookkeeper.

EFT payments can only be released for payment once pending payments have been authorized by CRA management

For good control over EFT payments, ensure that the persons authorizing the payments and making the payment are not the same person.

All EFT receipts must be reconciled to customer records.

It is the responsibility of CRA management to annually review EFT authorization for initial entry, alterations, or deletion of EFT records, including supplier payment records and customer receipt records.

#### Electronic Purchases

All electronic purchases by any authorized employee must adhere to the purchasing policy in the Financial Policy and Procedure Manual

Where an electronic purchase is being considered, the person authorizing this transaction must ensure that the internet sales site is secure and safe and be able to demonstrate that this has been reviewed.

**SECTION: Information Technology**

**SUBJECT: Information Technology Service Agreement Policy**

**Policy Number:**

**IT-009**

**I. Purpose of the Policy:**

This policy provides guidelines for all IT service agreements entered into on behalf of the CRA.

**II. PROCEDURES:**

The following IT service agreements can be entered into on behalf of the business:

- Provision of general IT services
- Provision of network hardware and software
- Repairs and maintenance of IT equipment
- Provision of business software
- Provision of mobile phones and relevant plans
- Website design, maintenance etc.
- Cyber Security Service Agreement.

All IT service agreements must follow the CRA's Purchase Agreement Policy.

All IT service agreements, obligations and renewals must be recorded.

Where an IT service agreement renewal is required, in the event that the agreement is substantially unchanged from the previous agreement, then this agreement renewal can be authorized by CRA management.

Where an IT service agreement renewal is required, in the event that the agreement has substantially changed from the previous agreement, the CRA legal counsel should review, before the renewal is entered into. Once the agreement has been reviewed and



recommendation for execution received, then the agreement must be approved by the CRA Board.

In the event that there is a dispute to the provision of IT services covered by an IT service agreement, it must be referred to the CRA Board who will be responsible for the settlement of such dispute.

**SECTION: Information Technology**

**SUBJECT: Emergency Management of Information Technology Policy**

**Policy Number:**

**IT-010**

**I. Purpose of the Policy:**

This policy provides guidelines for emergency management of all information technology within the business.

**II. PROCEDURES:**

**IT Hardware Failure**

Where there is failure of any of the business's hardware, this must be referred to CRA management, CRA Board and IT consultant immediately.

It is the responsibility of CRA management to contact IT consultant in the event of IT hardware failure.

It is the responsibility of CRA management to undertake tests on planned emergency procedures quarterly to ensure that all planned emergency procedures are appropriate to minimize disruption to business operations.

**Point of Sale Disruptions**

In the event that point of sale (POS) system is disrupted, the following actions must be immediately undertaken:

- Contact IT consultant
- POS provider to be notified
- All POS transactions to be taken using the manual machine located below the counter
- For all manual POS transactions, customer signatures must be verified
- Inform CRA Board Chair

### Virus or other security breach

In the event that the CRA's information technology is compromised by software virus or other relevant security breaches, such breaches are to be reported to IT consultant immediately.

CRA management is responsible for ensuring that any security breach is dealt with within a day to minimize disruption to business operations.

### Website Disruption

In the event that business website is disrupted, the following actions must be immediately undertaken:

- Website host to be notified
- CRA management must be notified immediately

**SECTION: Information Technology**

**SUBJECT: Technology Replacement and Upgrade Policy**

**Policy Number:**

**IT-011**

**I. Purpose of the Policy:**

This document defines the CRA policy regarding the replacements of all technology equipment at the end of its life cycle and upgrades software.

This Policy applies to all CRA-owned workstations, laptop computers, desktop peripherals (printers, scanners, projectors), network hardware (servers, switches, routers, bridges, and other key network devices), software (Microsoft Operating System, Microsoft Office Suite including Office 365 and other site-licensed desktop applications) running on those devices.

**II. PROCEDURES:**

The CRA will maintain modern computer and network hardware and software capable of supporting the CRA's objectives and business activities. The risk of exploitation and penetration of these systems that could affect the public interest is mitigated by prudent, systematic replacement and upgrades of systems and software.

The technology hardware will be budgeted for replacement through the CRA budget and replaced and upgraded every four years or as are needed.

These includes the servers, the laptop computers, the workstation computers, desktop peripherals.

If a hardware item is determined to be irreparable by the IT consultant or if the cost to repair exceeds the current market value of the item, the item may be replaced earlier than indicated above with all costs for replacement covered the Replacement budget.

**SECTION: Information Technology**

**SUBJECT: Use of Email Policy**

**Policy Number:**

**IT-012**

**I. Purpose of the Policy:**

Email is defined as all technologies used to transfer messages. Email is a tool for business communications. CRA employees have a responsibility to use this resource in an efficient, effective, ethical, and lawful manner. The CRA uses Microsoft Exchange and Microsoft Outlook for its email system through a partnership with Palm Beach County Board of County Commissioners.

**II. PROCEDURES:**

The email system is installed for the purpose of facilitating CRA business. Personal use of email should be only incidental and minimal.

All email correspondence is the property of the CRA and/or Palm Beach County Board of County Commissioners.

User email communications are not considered private, despite any such designation by the sender or the recipient

The existence of passwords does not eliminate the CRA/Palm Beach County's ability to access electronic communications.

The following acts or actions are specifically prohibited:

- Messages which harass another individual.
- Threats toward another individual
- Promotion of outside business activities unrelated to CRA functions unless specifically approved in writing by Palm Beach County and CRA management.
- Accessing email addressed to another individual without permission.
- Political endorsements.
- Gambling.
- Chain letters.

Users shall ensure the content of the message is accurate.

Users should be aware that their message may be forwarded to other users with or without their knowledge.

**SECTION: Information Technology**

**SUBJECT: Computer Use Policy**

**Policy Number:**

**IT-013**

**III. Purpose of the Policy:**

It is the policy of the CRA to ensure that computers and peripheral computer and technology equipment are properly used and maintained.

**IV. PROCEDURES:**

For the purpose of this policy, computer includes any desktop computer, laptop, notebook computer, tablet PC or any other related computing device purchased by the Westgate CRA.

Installation of computers and other technology will be done by the IT consultant with approval from CRA management.

CRA owned computers should be used for CRA work. Personal use should be limited to what contribute to the employee's wellness and wellbeing if it allows the employee to be more productive. Personal use should be limited to a minimum.

No equipment shall be removed, returned or exchanged without prior approval of CRA management and/or IT consultant.

Users shall not attempt to change the configuration or setup of any City computing equipment. This is the sole responsibility of IT consultant.

Users are encouraged to follow the guidelines below to prevent damage to equipment:

Beverage containers and food should not be placed near computers, keyboards, mice peripherals and technology equipment.

Eating, drinking near computer and technology equipment, especially keyboards, should not occur.

Anything that could fall or spill and ultimately damage the computer systems or hardware should not be located above or near any computers peripherals or technology equipment.

When repair is needed, user can contact IT consultant with approval from CRA management.

These Policies were approved by the CRA Board:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you.

Elizee Michel, AICP, FRA-RA, Executive Director  
Westgate CRA  
1280 N. Congress Ave. Suite 215  
West Palm Beach FL 33409  
561-640-8181

---

**From:** Holly Knight  
**Sent:** Thursday, August 19, 2021 9:11:18 AM  
**To:** Elizee Michel  
**Cc:** Morton Rose; Kristine Frazell-Smith; Kathleen Farrell; Sandra Ospina M.; Melissa Hagen  
**Subject:** RE: Belvedere Heights Phase I - Project 2018027

Elizee,

Per your request we have trimmed the staff and contingency numbers as much as possible for the Belvedere I construction contract. Please see below for the revised numbers. We will need a check for this amount by 9/3.

Contractor:	\$1,360,000
Contingency :	\$272,000
Staff/Testing Costs:	<u>\$111,000</u>
Total costs:	\$1,743,000

Sincerely,  
Holly

---

**From:** Elizee Michel <EMichel@pbcgov.org>  
**Sent:** Wednesday, August 18, 2021 12:07 PM  
**To:** Holly Knight <HKnight@pbcgov.org>  
**Cc:** Morton Rose <MRose@pbcgov.org>; Kristine Frazell-Smith <Kfsmith@pbcgov.org>; Kathleen Farrell <KFarrell@pbcgov.org>; Sandra Ospina M. <SOspina@pbcgov.org>; Melissa Hagen <MHagen@pbcgov.org>  
**Subject:** Re: Belvedere Heights Phase I - Project 2018027

Hi Holly:

Staff has been discussing this with the Board. We are putting the funding together for the the CRA Board to approve. The Board has seen the cost estimate, but as you can see that cost has changed and need to be budgeted and authorized by the CRA Board.

As stated in my previous email, a cost reduction anywhere in the estimate will help us a great deal.

Thank you.

Elizee Michel, AICP, FRA-RA, Executive Director  
Westgate CRA  
1280 N. Congress Ave. Suite 215  
West Palm Beach FL 33409  
561-640-8181



**From:** Holly Knight  
**Sent:** Monday, August 16, 2021 10:47:14 AM  
**To:** Elizee Michel  
**Cc:** Morton Rose; Kristine Frazell-Smith; Kathleen Farrell; Sandra Ospina M.; Melissa Hagen  
**Subject:** RE: Belvedere Heights Phase I - Project 2018027

Elizee,

We have been emailing you on this for over a month now and you have not responded at all. We need the check for this contract to move forward. I need a response from you on this. When can we expect the check? You are jeopardizing the grant funding and the project by ignoring us.

Holly

**From:** Holly Knight  
**Sent:** Wednesday, August 11, 2021 10:47 AM  
**To:** Elizee Michel <[EMichel@pbcgov.org](mailto:EMichel@pbcgov.org)>  
**Cc:** Morton Rose <[MRose@pbcgov.org](mailto:MRose@pbcgov.org)>; Kristine Frazell-Smith <[Kfsmith@pbcgov.org](mailto:Kfsmith@pbcgov.org)>; Kathleen Farrell <[KFarrell@pbcgov.org](mailto:KFarrell@pbcgov.org)>; Sandra Ospina M. <[SOspina@pbcgov.org](mailto:SOspina@pbcgov.org)>; Melissa Hagen <[MHagen@pbcgov.org](mailto:MHagen@pbcgov.org)>  
**Subject:** RE: Belvedere Heights Phase I - Project 2018027

Elizee,

We need to know the status of the check. The board item is stalled until you provide the funding. We are in jeopardy of breaching the grant requirements if we do not get this moving immediately.

Holly

**From:** Holly Knight  
**Sent:** Friday, August 6, 2021 12:09 PM  
**To:** Elizee Michel <[EMichel@pbcgov.org](mailto:EMichel@pbcgov.org)>  
**Cc:** Morton Rose <[MRose@pbcgov.org](mailto:MRose@pbcgov.org)>; Kristine Frazell-Smith <[Kfsmith@pbcgov.org](mailto:Kfsmith@pbcgov.org)>; Kathleen Farrell <[KFarrell@pbcgov.org](mailto:KFarrell@pbcgov.org)>; Sandra Ospina M. <[SOspina@pbcgov.org](mailto:SOspina@pbcgov.org)>; Elizee Michel <[EMichel@pbcgov.org](mailto:EMichel@pbcgov.org)>  
**Subject:** RE: Belvedere Heights Phase I - Project 2018027

Elizee,

I have not heard back from you on this. We have a significantly compressed schedule to get this contract to the BCC in order to comply with the grant requirements. Please advise on the status of the check.

Thank You,  
Holly

**From:** Holly Knight  
**Sent:** Friday, July 23, 2021 3:09 PM  
**To:** Melissa Hagen <[MHagen@pbcgov.org](mailto:MHagen@pbcgov.org)>; Elizee Michel <[EMichel@pbcgov.org](mailto:EMichel@pbcgov.org)>  
**Cc:** Morton Rose <[MRose@pbcgov.org](mailto:MRose@pbcgov.org)>; Kristine Frazell-Smith <[Kfsmith@pbcgov.org](mailto:Kfsmith@pbcgov.org)>; Kathleen Farrell <[KFarrell@pbcgov.org](mailto:KFarrell@pbcgov.org)>; Sandra Ospina M. <[SOspina@pbcgov.org](mailto:SOspina@pbcgov.org)>  
**Subject:** RE: Belvedere Heights Phase I - Project 2018027

Elizee,

Can you tell me the status of this check for the construction contract?

Thank You,  
Holly

**From:** Melissa Hagen <[MHagen@pbcgov.org](mailto:MHagen@pbcgov.org)>

**Sent:** Wednesday, July 14, 2021 7:49 AM

**To:** Elizee Michel <[EMichel@pbcgov.org](mailto:EMichel@pbcgov.org)>

**Cc:** Morton Rose <[MRose@pbcgov.org](mailto:MRose@pbcgov.org)>; Kristine Frazell-Smith <[Kfsmith@pbcgov.org](mailto:Kfsmith@pbcgov.org)>; Kathleen Farrell <[KFarrell@pbcgov.org](mailto:KFarrell@pbcgov.org)>; Sandra Ospina M. <[SOspina@pbcgov.org](mailto:SOspina@pbcgov.org)>; Holly Knight <[HKnight@pbcgov.org](mailto:HKnight@pbcgov.org)>

**Subject:** Belvedere Heights Phase I - Project 2018027

**Importance:** High

Good Afternoon Elizee,

We are processing the Construction Contract for the Belvedere I project and will need a check from the CRA for \$1,905,000.00.

Contractor \$1,360,000.00

Contingency \$381,000.00

Staff Costs \$164,000.00

**Total \$1,905,000.00**

Please send the check to Holly Knight's attention.

Kind Regards,

*Melissa Hagen*

Technical Assistant I

Palm Beach County Engineering & Public Works | Roadway Production Division

2300 N. Jog Rd., West Palm Beach, FL 33411

 [mhagen@pbcgov.org](mailto:mhagen@pbcgov.org)



**Department of Engineering  
and Public Works**

P.O. Box 21229  
West Palm Beach, FL 33416-1229  
(561) 684-4000  
FAX: (561) 684-4050  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Maria G. Marino

Gregg K. Weiss

Maria Sachs

Melissa McKinlay

Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

**DATE:** July 22, 2021

**TO:** Rosso Site Development, Inc.  
R & D Paving, LLC  
Straight Edge Concrete, LLC  
Horsepower Electric, Inc.

**FROM:** Morton L. Rose, P.E., Director, Roadway Production Division

**RE: AWARD RECOMMENDATION  
BELVEDERE HEIGHTS PHASE 1,  
SIDEWALKS AND PEDESTRIAN LIGHTS  
FEDERALIZED  
PALM BEACH COUNTY PROJECT NO.: 2018027  
FM# 441530-1-58-01**

Based on bid results, the Engineering & Public Works Department recommends award of the above referenced contract to Rosso Site Development, Inc.

The enclosed Award Recommendation will be posted at the Engineering & Public Works Department / Roadway Production Division reception area on the 3rd Floor at 2300 North Jog Road, West Palm Beach, Florida on July 23, 2021 and to

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Bid-Documents.aspx>

If your office wishes to protest the award recommendation, you may do so by addressing your protest to Ms. Kathleen M. Scarlett, Director, Palm Beach County Purchasing Department, 50 South Military Trail, West Palm Beach, Florida 33415. Failure to submit a protest to the Director of Purchasing within five (5) business days after posting of the Award Recommendation, as prescribed in Section 2-55(b) of the Palm Beach County Code, shall constitute a waiver of proceedings under the referenced County Code.

We thank you for your continued interest in bidding Palm Beach County projects.

cc: David Ricks, P.E., County Engineer  
Steven B. Carrier, P.E., Assistant County Engineer  
Yelizaveta Herman, Assistant County Attorney  
Kathleen M. Scarlett, Director, Purchasing Department  
Alexis Willhite, Director, Administrative Services  
Kathleen O. Farrell, P.E., Assistant Director, Roadway Production Division  
Holly B. Knight, P.E., Contracts Section Manager, Roadway Production Div.  
Kristine, Frazell-Smith, P.E., Local Roads Manager  
Sandra Ospina, P.E., Project Manager  
Albert Hoffman, Director, Construction Coordination  
Vanessa Jagoo, Office Manager, Roadway Production Division  
Saman Rohani, Utility Coordinator, Roadway Production Division  
Anthony Montero, Office of the Inspector General  
Angela Smith, Small Business Development Specialist II, OEBO  
Cornelia Wantz, Technical Assistant III, Traffic Division  
Sabrina Aubery, P.E., FDOT Program Administration Engineer  
Mya Williams, FDOT Local Program Administrator  
Ramon E. Alvarez, FDOT LAP Coordinator



## AWARD RECOMMENDATION

PROJECT NO: 2018027 / FM#441530-1-58-01

TITLE: Belvedere Heights Phase 1, Sidewalks and Pedestrian Lights  
FEDERALIZED

LIST OF BIDDERS FROM LOWEST TO HIGHEST	TOTAL AMOUNT OF BID
Rosso Site Development, Inc.*	\$1,359,441.22*
R & D Paving, LLC	\$1,564,418.05
Straight Edge Concrete, LLC	\$1,570,360.76
Horsepower Electric, Inc.	\$1,649,860.00

\*Palm Beach County Engineering & Public Works recommends award to **Rosso Site Development, Inc.**, the lowest responsive, responsible bidder.

Enc: Bid Tabulations



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

KEVIN J. THIBAUT, P.E.  
SECRETARY

5/24/2021 | 11:29 AM EDT

Holly Knight, P.E.  
Palm Beach County  
2300 North Jog Road  
West Palm Beach, FL 33411

**SUBJECT: NOTICE TO PROCEED FOR CONSTRUCTION**

FM No.: 441530-1-58-01  
County: Palm Beach  
Contract No.: G1V92  
Description: Belvedere Heights – Various Locations  
Agency: Palm Beach County  
Project Class: D

**CFDA #20.205**

Dear Ms. Knight:

The Local Agency (Palm Beach County) is hereby given Notice to Proceed (NTP) for Construction activities for the subject project. Please move forward with procuring a contractor for construction. The total amount of federal funds authorized for construction is **\$1,334,856.00**.

Please note that this NTP is valid for thirty (30) days from date of issuance. Local Agencies are required to advertise a project within 30 days of the NTP date per the terms of the **LAP Agreement (7B)**. This project must be advertised within thirty (30) days of this NTP. If not advertised within thirty (30) days, this NTP will be voided and reissued upon approval of Local Agency justification.

Once advertised, the Local Agency must award to a contractor within Ninety (90) days of the bid opening date. If an addendum is necessary during the advertisement period, the Local Agency must submit the addendum for review and concurrence prior to publication.

As a reminder, prior to awarding to the lowest responsive and responsible bidder/contractor, the Local Agency must receive bid concurrence from the Department. Negotiations with contractors are not permitted during the advertisement, award, or execution period of the contracting process. Once the contract between the bidder/contractor and the Local Agency has been executed, the Local Agency is to create the contract screen in Local Agency Program Information Tool (LAPIT) and upload the executed contract. This is to be done prior to scheduling the pre-construction meeting.

Please provide a notice of the preconstruction meeting to: Ms. Shelley ChinQueue, FDOT District Four Construction Office, 3400 West Commercial Boulevard, Ft. Lauderdale, FL 33309-3421, and Mr. Ramon E. Alvarez.

In order to be eligible for federal reimbursement by the Department, the Local Agency must comply with all applicable procedures, standards, and directives as described in the Department's Local Agency Program Manual. **All changes must be submitted to the District in writing for approval prior to implementation.**

*Improve Safety, Enhance Mobility, Inspire Innovation*  
www.fdot.gov

Page 2 of 2  
FM# 441530-1-58-01

For reimbursement from the Department, all Local Agency invoice/reimbursement request package with supporting documentation are to be emailed to [D4-localprograminvoices@dot.state.fl.us](mailto:D4-localprograminvoices@dot.state.fl.us) for Local Program review and processing. Progressive invoicing is REQUIRED; it is the Local Agency's responsibility to ensure the contractor/consultant is invoicing, and the Local Agency, in turn, is invoicing the Department, preferably monthly but at least on a quarterly basis.

This project was authorized by the Federal Highway Administration in March 2021. The Department expects to receive invoicing materials by December 2021. Should billing not occur, FHWA may consider the project inactive and could move toward de-obligating the funding.

Please be advised that this contract will expire on **December 31, 2022** and any costs incurred after the contract expiration date are not eligible for reimbursement. If you anticipate the project will not be completed prior to the expiration date, a request for a time extension will need to be submitted to the Department for consideration. This request needs to be submitted a minimum of ninety (90) days prior to the expiration date.

Each year during the life of the project, please provide the Department a copy of the Agency Audit Report. Send this report directly to the following address as referenced in page 6 of the LAP agreement.

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
Email: [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

After the project is completed, please provide a signed original copy of the Final Inspection and Acceptance of Federal-Aid Project, Form 700-010-32 and Material Certification Letter as shown in the LAP Manual Chapter 23. Send this information to Mr. James Lewis, FDOT District 4 Palm Beach Operations Office, 7900 Forest Hill Blvd., West Palm Beach, FL 33413.

In compliance with Chapter 2 of the LAP Manual, Section 2.6 Performance Management, your Agency's performance on this project will be rated on several aspects, as shown on form No. 525-010-50 Local Agency Program Performance Evaluation.

Should you have any questions, please call Ramon E. Alvarez, LAP Program Coordinator, at (954) 777-4403 or email at [Ramon.Alvarez@dot.state.fl.us](mailto:Ramon.Alvarez@dot.state.fl.us).

Sincerely,

DocuSigned by:  
*Mya Williams*  
3FA3F38F9268404...

Mya Williams  
Local Program Administrator  
Florida Department of Transportation  
District Four

CC: Kristine Frazell-Smith – Palm Beach County  
Sandra Ospina M. – Palm Beach County  
Shelley ChinQuee / Stacy Sasala – FDOT Construction  
Ronald Arcalas – FDOT Materials Lab  
Rob Cables / James Lewis – FDOT Operations  
Stacy A. Sookdew-Sing – FDOT Operations  
D4 Work Program - FDOT  
Financial Services - FDOT  
File

Partners In Progress

Palm Beach County Board of Commissioners

Chairman's Council

Florida Power & Light Company

LRP Media Group

Stiles-Nicholson Foundation

Tortoise Properties LLC

Wexford Capital LP

Board of Advisor Members

Aerojet Rocketdyne

BankUnited

Bank of America

Baptist Health South Florida

Caler, Denton, Levine, Cohen, Porter & Veil, P.A.

CareerSource Palm Beach County

Centennial Bank

DePuy Synthes Power Tools, a Johnson & Johnson Co.

Equestrian Sport Productions, LLC

Florida Crystals Corporation

Greenberg Traurig

Gunster

Hardrives, Inc.

HCA Palm Beach Hospitals - JFK Main,

North Campus and Palms West Hospitals

Hedrick Brothers Construction

Hospital for Special Surgery Florida

J.C. White

JP Morgan Chase

Martens Group

Minto Communities, LLC

NCCI

NextGen Mgmt dba DxWeb Management, LLC

Nova Southeastern University

Palm Beach Aggregates, LLC

Palm Beach Park of Commerce

PNC Bank

Pratt & Whitney

Raymond James/Boynton Financial Group

RSM US LLP

South Florida Business & Wealth Magazine

South Florida Business Journal

TD Bank

Wells Fargo

Corporate Members

ADT

ADT Commercial

Anderson-Moore Construction Corp.

BDO

Berkowitz Pollack Brant Advisors and CPA's

Capital Analytics

Carr, Riggs & Ingram (CRI)

CBRE, Inc.

CenterState Bank

Comerica Bank

Compton Associates, Inc.

Craft Construction Company

Crocker Partners

Day Pitney Richman Greer

DSM Capital Partners, LLC

EisnerAmper LLP

ESPN West Palm

Fifth Third Bank

First Citizens Bank

Florida Atlantic University

Florida Blue

Florida Public Utilities Company

Fox Rothschild LLP

Gentile Glas Holloway O'Mahoney & Associates, Inc.

GL Homes

Good Samaritan Medical Center

HI-Tech Roofing & Sheet Metal, Inc.

I.T. Solutions of South Florida, Inc.

Ideabar

JLL

Kesharvarz & Associates

Lesser, Lesser, Landy & Smith, PLLC

Lessing's Hospitality Group

Lockheed Martin Corporation

Lynn University

Moss & Associates

NAI/Merin Hunter Codman

Oxbridge Academy

Palm Beach State College

Plastridge Insurance Agency

Regions Bank

The Related Companies

Rendina Healthcare Real Estate

Rybovich

SBA Communications Corporation

Sisca Construction Services, LLC

Skanska USA Building, Inc.

The Special Event Resource and Design Group, Inc.

Sympatico Real Estate

Trust Bank

U.S. Polo Association Global Licensing

Verdex Construction

The Weitz Company

Wellington Regional Medical Center



August 26, 2021

Mr. Jon MacGillis, ASLA, Zoning Director  
Palm Beach County  
Planning, Zoning and Building Department  
2300 North Jog Road  
West Palm Beach, FL 33411

RE: Letter of Support for Museo Vault  
Control Number: 2003-00096  
Application Number: ABN/CB-2020-01702

Dear Mr. MacGillis:

The Business Development Board of Palm Beach County ("BDB") is working with WPB Westgate, LLC, owner of the +/- 1.43-acre site known as "Westgate Commerce Park" ("Property"), which is generally located on the south side of Westgate Avenue approximately 1/4 mile east of Military Trail within the Urban/Suburban Tier of Unincorporated Palm Beach County. The Property is located along an existing commercially developed corridor, is currently vacant and was previously approved for development of a 15,000 square foot building including 3,750 square feet of Office use and 11,250 square feet of Warehouse use.

It is our understanding that WPB Westgate intends to develop the Property with a +/- 49,760 square foot Limited Access Self-Service Art Storage & Logistics Facility providing a unique storage option for the County's fine art collectors, museums & institutions, artist/artist estates, fashion houses/designers/ready-to-wear brands, art advisors, galleries, trusts/estates/foundations, and architects & interior designers. The facility will offer a secure viewing room, state of the art security, climate & humidity controls with redundant mechanical systems, UV filtration on interior lighting, and a variety of storage unit sizes ("Project"). These new and novel services will promote Palm Beach County as a leader in cultural development and a destination for fine art collectors, galleries, and institutions. Further, this development will provide ground up construction, which will create 75-100 construction related jobs, in addition to creating 15 permanent jobs to operate post-construction.

In consideration of factors described herein, the BDB supports the Project and respectfully requests your approval the above referenced zoning application. Please do not hesitate to contact me directly at [ghines@bdb.org](mailto:ghines@bdb.org) should you have any questions or need additional information at this time.

Sincerely,

Gary Hines  
Senior Vice President, Administration  
Business Development Board of Palm Beach County, Inc.

CC: Ramsay Bulkeley, Executive Director - Palm Beach County Planning, Zoning, and Building,  
Ryan Vandenburg, Principal Site Planner - Palm Beach County Zoning  
Timothy Haynes, Senior Site Planner - Palm Beach County Zoning

## LETTER OF INTENT

THIS LETTER OF INTENT is made as of this 20<sup>th</sup> day of August,  
2021 (the "Execution Date"),

BETWEEN

Westgate/Belvedere Homes Community Redevelopment Agency  
(the "Owner")

AND

All-Site Construction, Inc.  
(the "Contractor")

**WHEREAS**, on June 27, 2021, the Owner issued an invitation to Bid (ITB) for the development of the Westgate Dog Park. The work entails the construction of a dog park at the corner of Seminole Boulevard and Oswego Avenue. The construction scope includes the installation of berms, landscaping material, irrigation, fencing, site furnishings, park equipment, and signage, and any site amenities consistent with these types of improvements, along with other works necessary to complete the project as specified in the construction drawings; and,

**WHEREAS**, on July 26, 2021 the Contractor responded to the ITB by submitting a proposal for the construction of the Westgate Dog Park; and,

**WHEREAS**, CRA staff has reviewed the proposal and has recommended that the CRA Board approve the proposal submitted by Contractor; and,

**WHEREAS**, the CRA Board adjourned its regularly scheduled August 9, 2021 meeting due to a lack of quorum;

**WHEREAS**, CRA staff recognizes that is very likely that the Board will accept Contractor's Proposal at its next regularly scheduled CRA Board meeting on September 13, 2021 and move to execute a contract for the construction of the dog park; and,

**WHEREAS**, the Owner and the Contractor have determined that it is in the best interest of timely completion of the park to apply for construction permits and order certain construction materials as soon as possible before the construction contract is approved and executed by both parties, on or shortly after September 13, 2021; and,

**WHEREAS**, the execution of this Letter of Intent to be in the best interest of timely completion of the park.

**NOW, THEREFORE**, be it resolved that,

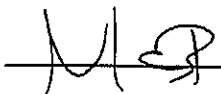


1. The Owner is responsible for fully compensating the Contractor for costs incurred in applying for permits and ordering park equipment, site furnishings, or other materials needed to ensure the timely completion of the park.
2. The Contractor is responsible for applying for the necessary Palm Beach County permits and ordering park equipment, site furnishings, or other materials requiring a long lead time to ensure the timely completion of the park.
3. The Contractor shall be responsible for informing the Owner of the total anticipated cost before permits are submitted, and park equipment, site furnishings, or other materials are ordered, and obtaining written approval from the Owner.
4. Any costs incurred by the Contractor in advance of an executed constructed contract shall be based on the itemized bid proposal submitted by the Contractor on July 26, 2021.
5. Any expenses paid by the Owner will be deducted from the construction contract before it is mutually executed.

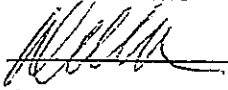
This Letter of Intent shall be in effect as of the date it has been signed by both entities and will cease upon the mutual execution of a construction contract between the Owner and the Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Intent the day and year first above written.

**WITNESSES:**

  
\_\_\_\_\_  
Signature

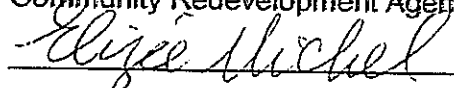
Mai Bui  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Signature

Denise Pennell  
\_\_\_\_\_  
Printed Name

**Owner:**

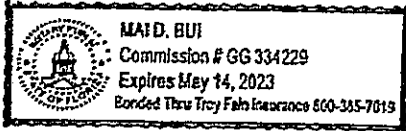
Westgate/Belvedere Homes  
Community Redevelopment Agency

  
\_\_\_\_\_  
Signature

ELIZEE Michel, Executive Director  
\_\_\_\_\_  
Printed Name

The foregoing instrument was acknowledged before me this 17 day of August, 2021 by Elizée Michel (name of person acknowledging).

(Notary Seal)



[Signature]  
Signature of Notary Public - State of Florida

Personally Known ✓ OR Produced Identification \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

**WITNESSES:**

[Signature]

Signature

Felicia Saffold

Printed Name

[Signature]

Signature

Tom Jordan

Printed Name

**CONTRACTOR:**

All-Site Construction, Inc.

[Signature]

Signature

Ezra Saffold

Printed Name

(Corporate Seal)

COUNTY OF Palm Beach

STATE OF FLORIDA

The foregoing instrument was acknowledged before me this 28<sup>th</sup> day of August, 2021 by Ezra Saffold (name of person acknowledging).

(Notary Seal)



FELICIA L. SAFFOLD-TURNER  
Commission # GG 977495  
Expires April 12, 2024  
Bonded Thru Budget Notary Services

Signature of Notary Public - State of Florida

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

### 1. Applicant Organization

*Must match box 8 of the SF-424.*

Applicant Organization: **Westgate Belvedere Homes Community Redevelopment Agency**

Phone Number: (561) 640-8181

Email: emichel@pbcgov.org

Mailing Address: 1280 Old Congress Ave., Ste. 215, West Palm Beach, Florida 33409

### 2. Authorized Organization Representative (AOR)

*List the person who will be the main contact for any correspondence and is responsible for signing any documentation should the grant be awarded. Must match box 21 of the SF-424.*

Name: Elizee Michel

Title: Executive Director

Phone Number: (561) 640-8181, ext. 102

Email: emichel@pbcgov.org

Mailing Address: ☒ ☐ Check if same as above

### 3. Applicant Entity Type

*Select the applicable entity type for your organization as defined in Section C. of the NFO.*

☐ Native American tribal governments (federally recognized)

☐ Native American tribal governments (other than federally recognized)

☐ Nonprofits having a 501(c)3 status with the Internal Revenue Service (IRS), other than institutions of higher education

☐ Nonprofits that do not have a 501(c)3 status with the IRS, other than institutions of higher education

☒ ☐ A unit of local government

☐ Any school that serves any of the grades kindergarten through grade 12

### 4. Grant Application Project Type

*Select the applicable project type as described in Section A of the NFO.*

☐ Planning Project ☒ Implementation Project

### 5. Project Title: Westgate Community Farm – Production Expansion, Community Education, Training and Outreach Initiative

*Provide a descriptive title. Must match box 15 of the SF-424.*

### 6. Funding Request: \$300,000

*Insert the total amount (\$) of Federal funds requested. This must match the total amount requested on Line 18a. Estimated Federal Funding of the SF-424.*

### 7. Duration of Project

Start Date: October 1, 2021 End Date: September 30, 2024

## 10. Project Narrative

### i. Project Overview and Relationship to Program Objectives:

The Westgate/Belvedere Homes Community Redevelopment Agency (Redevelopment Agency) seeks to build upon the success of its Westgate Community Farm (Community Farm) and seasonal Farmers Market, which began operations in 2015, to improve access to fresh food choices, increase the number of apprenticeship positions, workshops, and educational programs for its residents.

The redevelopment area (Area) comprises approximately 1,300-acres or two-square miles within unincorporated Palm Beach County, de-annexed from the City of West Palm Beach in the early 1930s. By the 1980s, the Area suffered from widespread and persistent slum and blight due to insufficient drainage and severe flooding, unpaved roads, dilapidated housing stock, deteriorated buildings and property neglect, disinvestment and stunted economic growth, impacts from Palm Beach International (PBI) airport operations, and a high concentration of residents in poverty, and low-income households, among other factors. Through a Finding of Necessity, in 1989 the Palm Beach County (PBC) Board of County Commissioners established the Redevelopment Agency as a dependent special district pursuant to Florida Statute, Ch. 163, Part III to promote social and economic development. The Community Redevelopment Agency (CRA) is mandated with implementing their Community Redevelopment Plan (Plan), developed with community and stakeholders input, to address the unique needs within the targeted area. The Plan includes the overall goals for redevelopment within the targeted area, as well as identifying the types of projects and programs planned.

CRA's in Florida are funded through tax increment financing (TIF), Tax increment financing is a unique tool available to cities and counties for redevelopment activities. It is used to leverage public funds to promote private sector activity in the targeted area. The dollar value of all real property in the Community Redevelopment Area is determined as of a fixed date, also known as the "frozen value." Taxing authorities, which contribute to the tax increment, continue to receive property tax revenues based on the frozen value. These frozen value revenues are available for general government purposes. However, any tax revenues from increases in real property value, referred to as "increment," are deposited into the Community Redevelopment Agency Trust Fund and dedicated to the redevelopment area. CRA's leverage these local public funds with private dollars through partnerships to make redevelopment happen. Over \$33 million in improvements to drainage and sanitary sewer systems, new and rehabilitated workforce housing projects, open and recreational space amenities, and programs to support community and economic development have been implemented by the Redevelopment Agency since its creation.

Characteristics of slum and blight, and the associated lack of healthy food destination investment within the Area contribute to household food insecurity. The entirety of this single urban service area (Area), is designated a food desert by the USDA (see Exhibit 1). According to the 2019 U.S. Census American Community Survey (2019 ACS), the Area has a poverty level of 36.5%, with 61.0% of the population earning no more than \$34,999, and 45.7% of individuals earning no more than \$24,999 compared to the County at 19.1%. This is significant because, according to the Living Wage Calculator, the individual living wage for Palm Beach County (County) is \$32,490 per the 2020-2021 update. By contrast, the County has a poverty level of 12.2%, with 35.7% of individuals earning no more than \$34,999.

While the Community Farm serves all Area residents including the surrounding neighborhoods, the primary target audience are households that receive SNAP benefits, which is 38.1% of the Area's households, compared to the County at 9.8%; and children less than 18 years

old, which account for 34% of the Area's total population, compared to the County at 19.2% (2019 ACS). Targeted audiences also include local elementary school children, residents seeking culturally significant produce not readily available in local commercial markets, and residents seeking volunteer opportunities and/or apprenticeships to launch a career in urban farming education, production, or related fields.

To improve the value of the Community Farm for Area residents, an Edible Backyard Garden workshop will be implemented, and farming operations will be expanded to a 0.32 acre satellite site where an agroforest will be created, in addition to continuing soil amendment efforts toward increasing production by approximately 20% by year 3 and 50% by year 5, improving access to fresh produce choices at the bi-weekly Farmers Market, and serving a greater number of Westgate households. To date, one-quarter of sales are from households with SNAP benefits, which accounts for 30% of overall sales. Through marketing and community outreach efforts, the Community Farm targets increasing the percentage of SNAP beneficiaries to 33% of purchases.

The Community Farm will build upon its collaboration with the West Gate Elementary School (School) and is currently working with the Florida Atlantic University (FAU) College of Nursing Westgate Community Health Center (Health Unit) to re-establish a partnership. With these partners, this project will provide and expand targeted educational programs for the children and residents, and provide a nutritionist for health and nutrition consultations for residents at the Farmers Markets. Planting beds will be installed at the School to kick-off an Adopt-a-Bed project for the students as a teaching tool to convey best farming practices, the importance of nutrition, and how the food system work. This project will also support increasing the number of annual school field trips to the Community Farm. Through the partnership with the Health Unit or a certified nutritionist, residents will have easy access to a nutritionist at no charge, for consultations twice a month. The Redevelopment Agency/Palm Beach County partnership will continue through the provision of funds toward the improvement of streets, street lighting, storm-water and drainage, among others. These funds also contribute toward community center improvements, the expansion and improvement of parks, demolition of blighted structures, and the acquisition of land.

**ii. The Community to Be Involved in the Project and the Needs to Be Addressed:**

Evaluation of food system elements and needs within the targeted Area is predicated upon several key elements that comprise the local food environment. This includes spatial distribution and physical accessibility of fresh food destinations; demographic analysis of household income, size, and mobility; the number of food stamp/SNAP beneficiaries; and actively employing community engagement/outreach efforts to identify cultural fresh produce preferences to increase the value of the Community Farm to its residents.

According to the 2019 ACS, a total of 12,549 Westgate residents live in 3,118 households, for an average of four persons per household, which far exceeds the County's average of 2.6 persons per household. The percentage of Hispanic (57.4%) and Black (31.2%) residents exceed the County averages of 22.4% and 18.7% respectively, while individual median income is a paltry \$20,413, well below the estimated minimum 2020-21 individual annual living wage of \$32,490 for PBC. Similarly, median household income is \$34,980, almost half of the County's median of \$63,299, and even farther below the estimated minimum 2020-21 household living wage of \$94,057 for a family of four. Not surprisingly, 45.7% of individuals earn no more than \$24,999 compared to the County at 19.1%, and 36.5% of residents fall below the 100% Poverty Level compared to the County at 12.2%, with an additional 22.0% within 100% to 149% of the Poverty Level. Mobility options necessary to access healthy food destinations are further limited, as 5.1%

of households have zero cars and 34.6% get by with only one car, compounded by limited access to public transit. Within the Westgate Area, 88.6% percent of households own a computer and 78.4% have a broadband internet subscription.

Additionally, 38.1% of households receive food stamps/SNAP, and according to the PBC School Board, prior to the Covid-19 pandemic, almost all (95%) of West Gate Elementary Students qualified for free/reduced lunch.

The Area is bounded by Okeechobee Blvd. (8-lanes) to the north, Belvedere Road (6-lanes) to the south, and Military Trail (6-lanes) to the west, all of which are dangerous multi-lane high-speed (45 mph) arterials, which support regional or Palm Beach International (PBI) airport serving commercial establishments mostly comprised of car sales/rentals, fast food restaurants, convenience stores, gas stations, big box retail, and commercial plazas.

The Westgate Community Farm is located within the social center of the Westgate Area (see Exhibit 2), which is primarily residential, but includes the Westgate Avenue mixed-use Main Street corridor. Also located within this core redevelopment area are the PBC Westgate Park and Community Center, West Gate Elementary School, the Health Clinic, a number of passive recreation areas developed by the Redevelopment Agency, and the future Westgate Community Farm satellite farm.

### **iii. The Organizations and Communities Involved in the Project:**

The **Westgate Community Redevelopment Agency**, the applicant, has been developing and implementing community redevelopment projects within its single urban service area since 1989. The Redevelopment Agency has sought input from its residents and stakeholders through outreach efforts and charrettes, and established ongoing partnerships toward revitalizing its community. The urban Community Farm is owned and operated by the Redevelopment Agency, and was created in 2015 due to a recognition by the Agency that many of its residents have limited access to fresh food choices. This resulted in a partnership with the Quantum Foundation and the Palm Beach County Health Department in 2012, to create a mobile Farmers Market, the Westgate Green Market Express. A small electric golf cart was modified with a flatbed to accommodate the fresh produce supplied by a local farm. A registered dietitian was also onboard to talk with residents and share recipes. Following the acquisition of vacant land in 2012 to develop an urban farm, and in anticipation of continued growth of the Community Farm, the Redevelopment Agency worked with PBC Zoning staff to amend land development code regulations, and obtained required Engineering and Zoning Site Plan approval (Exhibit 3) necessary to make the permanent Farmers Market a shovel ready project.

The Community Farm has been growing each year, systematically expanding the variety and volume of available produce based on ongoing community input. More specifically, many specialty fruits and vegetables are grown to accommodate the cultural demands of its residents, an effective strategy to sustain attendance at the Farmers Markets as 57.4% of the Area's residents are Hispanic and 31.2%, Black, compared to the County at 22.4% and 18.7%, respectively. Examples of produce grown based on community input are Lalo (Egyptian spinach), Epizote (Mexican Tea), Pwa Kongo (Pigeon Peas), Yuca, and Calaloo/Bledo (Amaranth).

In addition to the surrounding neighborhood residents, the Community Farm works with AmeriCorps and drug rehabilitation facilities to source volunteers interested in learning about best farming practices, including organic farming techniques that are utilized at this Community Farm. Volunteers and residents are also educated about the value and process of composting organic

waste. The Community Farm accepts bio-waste from residents for composting that residents can then be provided with in time, as a value-added service.

Since its inception, the Community Farm has been working with the local community tree trimming service and accepting their chipped-tree organic waste. This is then aged/composted onsite and used as mulch for the planting beds. Not only does the mulch hold moisture and keep the soil from drying out, but it also holds on to nutrients so they don't leach into the groundwater, keeping it available in the soil for the plants. It also adds organic matter that helps the health of the soil ecosystem.

The Community Farm will also be expanding its educational and workshop programs for children and adults (Exhibit 4). To build upon these efforts, the Redevelopment Agency and the **West Gate Elementary School** (School) will increase the scope of its partnership to provide additional programs at the school campus that introduces and educates the community's children to the importance of a healthy diet, how to grow food, and to understand where their food comes from. The School has been serving the educational needs of the community since 2001. The Redevelopment Agency is currently working on re-establishing its partnership with the **Florida Atlantic University** (University) **Northwest Community Health Alliance Community Health Center** (Health Center) to provide a nutritionist at the Farmers Markets. The Health Center received a Federally Qualified Health Center Look-Alike designation in May 2021, and has been operated by the University's Christine E. Lynn College of Nursing since 2014. In the event the Health Center is not able to provide a nutritionist, the Redevelopment Agency will identify a substitute certified nutritionist, preferably from within the Westgate community. The **Palm Beach County** (County) **Department of Housing and Economic Development** has been working with its Redevelopment Agency since its creation. This partnership will build upon the Redevelopment Agency's and the County's experience with community redevelopment, outreach, infrastructure improvements, and project implementation toward the continued success of this critically important Community Farm.

As of June 2021, the Redevelopment Agency renewed its strategic partnership with **Feeding Florida**, the state's food bank network, and remains the County's first and only partner in the Fresh Access Bucks (FAB) program. FAB is a USDA funded, statewide nutrition incentive program that encourages SNAP recipients to redeem their benefits at Farmers Markets to purchase fresh fruits and vegetables. FAB increases the purchasing power of SNAP participants by providing a one-to-one match, an invaluable incentive to purchase fresh fruits and vegetables at the Community Farm as 38.1% of Westgate's residents receive SNAP benefits compared to the County at 9.8% (ACS 2019).

**Key personnel** for implementing the proposed project and their roles are as follows:

**Jetson Brown** is the Farm Manager oversees all aspects of planning operations at the Westgate Community Farm. He creates curricula, organizes and leads field trips and Community Farm tours, runs the apprenticeship program, trains volunteers, and engages residents at the Farmers Markets. He holds a Certificate in Ecological Horticulture from the Center for Agroecology and Sustainable Food Systems, University of California, Santa Cruz. He has over twelve years of experience with horticulture projects and farm management.

**Rodolfo Luarca** is the Assistant Farm Manager and is responsible for maintaining farm operations, community engagement and outreach, developing relationships with community businesses, marketing the farm to residents, and further developing the backyard vegetable and herb gardening workshops. A lifelong farmer, he has over 35 years of experience with larger scale farms and fruit tree nurseries.



**Miriam Nolasco** assists the Farm Manager and Assistant Farm Manager with daily operations. She began with the farm at the age of fifteen with her first apprenticeship and was so eager to continue to learn best farming practices, that she signed up for the program the following year. She was hired as a permanent member of the farm's team in 2020 and has aspirations of becoming a lifelong farmer.

Mr. Luarca and Ms. Nolasco were both hired from within the Westgate community and are both of Hispanic descent and are bilingual. An added benefit as 57.4% of the Westgate community is Hispanic (ACS 2019).

**Denise Pennell** is the Senior Planner/Project Manager for the Redevelopment Agency and will oversee the grant's management and implementation. She has over 6 years of experience in local, state, and federal grant administration and construction project management that includes public participation and design charrettes. She has administered community planning grants funded by the Florida Department of Economic Opportunity, and has managed the construction of a neighborhood park utilizing sub-recipient funds from Palm Beach County's annual Community Development Block Grant funding allocation, layered with local funding from the County's Solid Waste Authority, from project inception through to grant closeout. She has managed successfully awarded applications for funding from the Florida Department of Transportation through the Palm Beach County Transportation Planning Agency's Transportation Alternatives and Local Initiatives Programs totaling \$6.7 million for five roadway improvements projects to be fully constructed by the end of FY25 that improve connectivity, safety and walkability in the CRA district.

**Alan Chin Lee** is the Economic Development Special Projects Manager with Palm Beach County and will provide expertise, guidance, and assistance in the grant's management and implementation. He has over eleven years of experience with federal grant management, compliance with federal award conditions and requirements, grant implementation, project delivery, and community outreach. He is currently managing programs such as the \$1.4 million U.S. Economic Development Administration's Public Works program which empowers distressed communities to revitalize, expand, and upgrade their physical infrastructure to attract new industry, encourage business expansion, diversify local economies, and generate or retain long-term, private sector jobs and investment; the \$1.4 million U.S. Environmental Protection Agency's Revolving Loan Program which targets the cleanup of contaminates sites, targeting low-income and distressed communities; and the \$1.1 million Department of Energy's Energy Efficiency & Community Block Grant Program which assists businesses with low-interest loans for energy efficiency improvements.

#### **iv. Project Goals and Intended Outcomes:**

**GOAL 1 - Increase production and improve access to fresh produce choices:** Increase sales of fresh produce to targeted Westgate households, by expanding production and diversity of produce generated by the Community Farm, and through development of a permanent Farmers Market facility.

**Objective 1.a:** By the end of year 1, complete development of a 0.32 acre satellite Agroforest farm to bolster Community Farm production, concurrent with a partial reconfiguration of the primary farm site to reduce fruit trees and expand unshaded space dedicated to annual, medicinal and educational crop production.

**Objective 1.b:** By the end of year 2, complete expansion of the current Farm growing season from 40-weeks to 48-weeks annually.

**Objective 1.c:** By the middle of year 2 (18-months), complete construction of a permanent building with a walk-in cooler, restroom and office, and a Farmers Market pole barn (funded by non-federal funds) to improve operational efficiency in anticipation of increased production, educational programs and workshops, and community outreach meetings.

**Objective 1.d:** Increase seasonal agricultural production available for sale at the Westgate Community Farm Market by 10% annually in years 2 and 3, for a total increase of 20% over year 1 production.

**Objective 1.e:** Increase number and volume of Farmers Market sales to Westgate households utilizing SNAP by 10% annually (based on current year sales).

**GOAL 2 - Community Education and Training:** Build upon educational, apprenticeship and volunteer opportunities offered to Westgate residents that emphasizes the importance of healthy eating and resilient local food systems, to foster self-sufficiency to address food insecurity; the importance of making healthy nutrition choices; or, inspiring careers in farming or related industries.

**Objective 2.a:** By the end of year 1, increase educational outreach efforts offered in partnership with Westgate Elementary, to formalize related classroom curriculum related to farming, weather and nutrition, provide up to 8 field trips annually, and provide supplies and assistance to facilitate installation of 6 raised garden beds at the school.

**Objective 2.b:** By the end of year 1, expand the Westgate Community Farm apprenticeship program to create a second apprenticeship position, and formalize training to enable graduates to seek out farming or related employment opportunities, and/or qualify for the Assistant Farm Manager position.

**Objective 2.c:** Establish an Edible Home Garden Program, to provide up to 6 hands-on home garden training workshops at the Community Farm annually, to include provision of a basic home garden tool/seed starter kit for one attendee. In addition, offer up to 6 Edible Home Garden installations to Westgate residents at no cost.

**Objective 2.d:** Upon initiation of Year 1, provide free bi-monthly health consultations and/or nutritional education for at least 12 residents attending the Farmers Market, in partnership with a certified nutritionist.

**GOAL 3 - Community Outreach and Resource Hub:** Build upon current multi-lingual community outreach and marketing efforts and formalize the Community Farm as a resource hub for urban farming and best farming practices, health and nutrition, and promote increased Farmers Market participation and/or sales to targeted Westgate households.

**Objective 3.a:** By the end of year 1, update electronic and print media (e.g. webpages, blogs, direct mailers, brochures, etc.) to include additional background on Westgate Green Market Express and Community Farm history/successes, provide information on urban farming best practices and educational opportunities offered, and weekly updates on produce available for sale at the Community Farm Market. Updates to website, social and print media will also include offerings in Spanish.

**Objective 3.b:** Beginning year 3, begin to promote Westgate residents home based Cottage Food businesses at the Farmers Market, where Florida law supports individuals who use home kitchens to produce certain foods for sale direct to consumers.

**Objective 3.c:** Develop a restaurant, chef and grocer initiative to seek out partnerships that may help to expand nutritional and food preparation education provided at the Westgate Community Farm, or help to advertise healthy food destinations within the Area.

**v. Activities to Achieve the Goals:**

**GOAL 1 - Increase production to improve access to fresh produce choices:** To improve access to fresh produce for the Westgate residents, the Redevelopment Agency will install a 160 square foot (sf) prefabricated permanent structure to incorporate an office area, an ADA compliant restroom to replace the leased Port-O-Potty, and a walk-in refrigerator for the short-term storage of produce, to better accommodate inventory for the Farmers Markets and to increase produce shelf life. The existing temporary tents will be replaced with a 340 sf permanent pole barn to provide shade and shelter in inclement weather, create a formal display and sales area, and better accommodate the Farmers Market's patrons, vendors, and the nutritionist. A children's pavilion will be installed in the dedicated children's garden to be used for educational programs. This will complement the Adopt-A-Bed program with West Gate Elementary School. The pole barn will serve as a formal area for the contracted certified nutritionist to engage patrons, and to convey educational information during field trips, tours, to train volunteers, and to conduct the edible backyard gardening workshops. ADA compliant parking, ramps, and a mulch corral will also be installed. These Community Farm construction activities, funded by the Redevelopment Agency (non-federal), will be completed within eighteen months. Expansion to a satellite site (land is owned by the Redevelopment Agency), will enable the Community Farm to increase the quantity and variety of produce grown. A perimeter fence and gate and irrigation system will be installed, followed by clearing and grubbing, soil amendments and subsequently, the installation of fruit trees and plants. Produce will be brought to the main farm for the Farmers Markets. Located just north of Westgate Avenue, the Community Farm is ideally located proximate to and is easily accessed from the community's social center. A weather station will be installed to track weather conditions year over year, to determine any correlations with the production success of specific crops. This will also be an important educational tool for field trips, tours and workshops. Improvements to the satellite site will be completed in twelve months following the completion of an environmental site assessment, which will be completed in year 1. The Community Farm uses the CubePOS (Point-of-Sale) system and will continue to use this system to track the variety and volume of produce sold, the number of sales, the number of households that use SNAP benefits, the percentage of overall sales made by SNAP beneficiaries, and Farmers Markets revenue, year over year to track the Community Farm's progress. The number of volunteer hours will also be tracked during the planting, growing and harvest seasons.

**GOAL 2 - Community Education and Training:** The West Gate Elementary School and the Westgate Community Farm will build upon and formalize their partnership by creating an Adopt-A-Bed pilot program consisting of 6 planting beds at the School campus in year 1. This project will include informational and workshop programs that introduce students to the concepts of best farming practices, organic farming practices, healthy-food production, and the value of food systems, with a hands-on educational experience. This activity will also complement field trips to the Community Farm when it is safe to return to group activities. This project will provide eight field trips per season at no cost to the students, and track the number of attending students, annually.

A second apprenticeship position will be created in year 1 to assist with activities and receive first-hand experience and training with the process involved in expanding operations at the main farm and the satellite site. The Community Farm will initiate an edible backyard garden workshop program targeted at the Westgate residents. This program will convey best farming practices and demonstrate the organic farming principles used throughout the Community Farm, enabling workshop participants an opportunity to be better educated and less dependent with some of their

commercially grown produce needs. A starter kit valued at \$200 will be provided to one participant per workshop, chosen through a raffle, consisting of seeds, seedlings, basic tools, and a How-To manual, containing resources for acquiring supplies. Up to 6 participants choosing to install an edible backyard garden will be provided with technical assistance, materials and tools to start their project. The number of projects conducted, the number of participants, and the number of gardens installed will be tracked with a spreadsheet to monitor program success, year over year. Within year 2, a certified nutritionist will be onsite, bi-monthly at the Community Farm during farmers Markets and will be available to provide information and education to residents toward developing/improving healthy nutrition habits. The number of people consulting with the nutritionist will be tracked.

Beginning in year 2, information from the weather station will be tracked. Any correlations to crop success will be recorded. Species that grow best during specific southern Florida seasons will be noted. Lessons learned at the farm is freely shared by the Farm Manager with anyone seeking information which includes up-and-coming farmers, gardening clubs, community residents, the elementary school, and in the USDA grant reports, among others.

**GOAL 3 - Community Outreach and Resource Hub:** The Community Farm will build upon its value to the community by hosting public/outreach meetings with its County partner at the pole barn. Within the first year, at least one meeting will be held to inform residents of the available expanded services and programs, and to get feedback regarding the species of fruit trees that they would most like to have at the satellite site. Within year 1, the website will be updated in English and Spanish with activities such as field trips, tours, the edible backyard garden workshop, and the apprenticeship program. This will be followed by frequent website updates to include the seasonally available produce with prices that will be available at upcoming Farmers Markets, and the schedule indicating when the nutritionist will be available at the Farmers Markets. Community resources links will also be added. The website may also include an 'Ask the Nutritionist' question and answer page. The number of hits to the website will be tracked monthly through upgraded Search Engine Optimization (SEO) technology in addition to the number of questions to the nutritionist. At the start of year 1, the Farm will begin a direct e-newsletter mail out three times a year to all Westgate households. The number of attendees on field trips, tours, and the workshops will be tracked annually.

The Project Manager for the Redevelopment Agency will confirm that the work for which they are being invoiced, has been completed and is eligible for payment under the respective program fund, prior to requesting reimbursement from the USDA.

The Community Farm will improve access to fresh food choices by increasing the volume and variety of produce grown, enabling this project to serve a greater number of households in this single urban area. The Community Farm will work with its community partners to provide Westgate residents with educational programs for children, field trips, workshops, the apprenticeship program, and advice and guidance from a nutritionist, to improve the community's understanding of the importance of a healthy diet, understanding the food system, sustainable agricultural practices, in addition to developing life-long skills for a farming career.

#### vi. Evaluation:

Since its inception in 2015, the Community Farm has constantly been improving the soil quality through soil amendments and growing produce using organic farming principles. With the addition of the 0.32 acre satellite site where an agroforest will be created with a variety of fruit trees, the grow season will be extended, ultimately enabling this project to provide easy access to

a greater volume and variety of community grown produce. Information from the weather station will be tracked and evaluated alongside production output year over year to determine if there are any correlations with the success of the various types of crops grown at the site. The Farm Manager enthusiastically shares technical information including best practices and lessons learned with other urban farms, beginning farmers and community garden groups. The Community Farm has many years of experience with numerous specialty crops that are grown based on feedback from the residents, enhancing the farms value with produce not commercially available in this part of the state.

The Following metrics will be used to evaluate the Community Farm's progress:

- Number of West Gate Elementary School students attending field trips
  - The Community Farm anticipates at least 100 students annually
- Number of West Gate Elementary School students participating in the Community Farm's social media
  - Targeting 50 comments from students annually
- West Gate Elementary School student participation in a poster competition demonstrating the importance of a healthy diet
  - Targets 50 student entries per competition
- Edible backyard garden workshops attendees
  - This project targets 12 participants annually
- Number of implemented household edible backyard gardens
  - This project targets 6 households installing an edible garden
- Number of households using SNAP benefits
  - Increase SNAP beneficiaries from 25% to 35% annually
- Overall percentage of sales from SNAP beneficiaries
  - Increase sales from SNAP beneficiaries from 30% to 33%
- Number of transactions at the Farmers Markets annually
  - Increase the number of transactions by 10% annually
- Volume of produce grown annually
  - Increase volume of produce by 10% annually
- The number of residents consulting with the nutritionist
  - This service targets assisting 192 residents annually
- Number of residents using the Ask a Nutritionist website feature
- Number of community businesses supporting the farm by providing complementing programs at the Farmers Markets
- Number of Cottage Food businesses/vendors participating at the Farmers Markets
  - Targeting 2 per year starting in year 3
- The number of annual volunteer hours at the Community Farm
  - targeting 250 volunteers annually

**vii. Self-Sustainability:**

Following the creation of the Westgate Green Market Express in 2011, the Redevelopment Agency developed the Westgate Community Farm in 2015. This project has been very well received by Area's residents and is successful in its mission to provide convenient access to fresh food choices at affordable prices. This critically needed community resource contributes toward the mitigation of this urban Area's USDA food desert designation. The USDA grant funds will allow the Redevelopment Agency and the Community Farm to increase access to fresh food

choices to the Area's residents through the expansion to a satellite site. These funds will also allow the Redevelopment Agency to build upon its partnership with the West Gate Elementary School (School) and facilitate the implementation of an on-campus, Adopt-A-Bed teaching tool for the students, and to facilitate field trips to the Community Farm. The Redevelopment Agency is currently working on re-establishing its partnership with the Florida Atlantic University (FAU) College of Nursing Westgate Community Health Center to provide residents with easy access to free health consultations and nutrition advice. In the event that the Health Center is not able to provide a nutritionist, one will be identified, preferably from within the Area's community.

The Redevelopment Agency's operating budget is generated annually through tax increment financing (TIF). This funding source has become reliable and predictable due to ongoing redevelopment efforts made over the past 32 years, in conjunction with community stakeholders and partners. The Westgate Community Redevelopment Agency will continue to fund the Community Farm's operations including the expanded activities following the end of the grant. As such, the following activities will continue (Exhibit 5) beyond the grant's performance period:

The 0.32 acre satellite site that will be developed as an agroforest consisting primarily of fruit trees to increase production yield year over year as the trees mature. This site is projected to increase the Community Farm's overall production volume by as much as 20% by year 3 and 50% by the end of year five.

As the Community Farm's revenue increases commensurate with the increased production, the funds will be reinvested into operations, including the two paid apprentice positions.

The Community Farm and the West Gate Elementary School will continue the Adopt-A-Bed pilot project on campus, providing students with hands-on experience at these edible gardens, education about the importance of a healthy diet, developing an understanding of best farming practices and the food system, and field trips to the Community Farm.

The Community Farm will continue to work with volunteers from the Westgate community, AmeriCorps and drug rehab facilities that are interested in learning new skills about best farming practices, including organic farming techniques.

Community Farm revenue and the Redevelopment Agency will continue to fund the Edible Backyard Garden workshops, and to maintain the dedicated children's garden that will complement the field trips from the elementary school and children's groups in general.

Regular updates to the website will continue with seasonally available produce at the Farmers Markets. E-newsletters and mailers to all community residents will also be funded by the Redevelopment Agency.

Lessons learned at the Community Farm such as best farming practices, the relevance of the data collected from the weather station as relates to production, the successes of the organic farming principles and its effectiveness with the varieties of produce grown at the sites, will continue to be shared as the Community Farm grows in relevance. This includes sharing information with the elementary school, the community, and other entities interested in developing or expanding urban farms.

The Redevelopment Agency or the Health Unit seek foundation funding to continue the providing residents with health and nutrition advice, following the end of the grant.

## Project Abstract Summary

*This Project Abstract Summary form must be submitted or the application will be considered incomplete. Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less. Do not include personally identifiable, sensitive or proprietary information. Refer to Agency instructions for any additional Project Abstract field requirements. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USA Spending.gov.*

Funding Opportunity Number

USDA-NRCS-NHQ-UAIP-21-NOFO0001110

CFDA(s)

10.935

Applicant Name

Westgate Belvedere Homes Community Redevelopment Agency

Descriptive Title of Applicant's Project

Westgate Community Farm - Production Expansion, Community Education, Training and Outreach Initiative

### Project Abstract

#### PROJECT ABSTRACT SUMMARY

USDA Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program

Westgate Community Farm - Production Expansion, Community Education, Training and Outreach Initiative

The Westgate/Belvedere Community Redevelopment Agency (Redevelopment Agency) respectfully requests \$300,000 in UAIP funds for the expansion of the Westgate Community Farm project and related educational activities.

The Westgate Community Redevelopment Area (Area) is a blighted urban/suburban USDA designated food desert located in unincorporated Palm Beach County (PBC), Florida, comprised of a single two square mile service area. This Area is characterized by a high percentage of low-income, mobility challenged households, suffering from limited access to healthy and affordable food choices. To contribute toward the mitigation of this Area's designation as a food desert, the Redevelopment Agency developed the Westgate Community Farm in 2015 to improve access to fresh produce for the Area's residents. While all Area residents are targeted, the primary target beneficiaries are Area residents who receive SNAP benefits. This project will also focus on local elementary students, and residents seeking careers/building skills in farming. According to 2019 American Community Survey (ACS) data, 36.5% of Westgate residents fall below the 100% poverty level (PBC at 12.2%), 38.1% of households receive SNAP benefits (PBC at 9.8%), and has an average household size of 4 people (PBC has 2.6). Almost all (95%) of the local elementary school students also qualify for free/reduced lunch (PBC School Board, 2021). In addition, median household income is a mere \$34,980 compared to PBC at \$63,299, and well below the estimated minimum 2020-21 annual living wage of \$94,057 for a family of four living in PBC.

The key elements that the Redevelopment Agency uses to evaluate the local food system inadequacies include the high concentration of low-income individuals, individuals living in poverty, the number of households with SNAP benefits, and the number of elementary school students receiving free/reduced lunches at the elementary school. Evaluation of the local food system is also a critical factor, considering limited availability of healthy food destinations resulting from inadequate business investment attributed to blight conditions within the community, and a prevalence of fast food restaurants and convenience stores clustered along the high-speed commercial corridors bordering this service area. In addition, household mobility issues are also recognized, including low household car ownership rates, limited mass transit opportunities, and the geographic separation resulting from the aforementioned corridors.

The Redevelopment Agency seeks to build upon the successes of the Westgate Green Market Express, Westgate Community Farm (Community Farm), and the Farmers Market to increase access to fresh food choices, and increase the number of apprenticeship positions, workshops, and educational programs for its residents. This three-year grant will help to accelerate three project goals, which include increasing the Community Farm's productivity necessary to expand access to fresh produce, developing a permanent Farmers Market, expanding educational, nutritional and apprenticeship programs to promote food security and careers in farming, and improve its multi-lingual community outreach efforts, including updating its website and other electronic and print marketing and educational media.

This USDA UAIP Grant will enable the Redevelopment Agency to build upon its current efforts to improve the local food system within its single urban service Area, increase the production of produce, and expand programs offered through the Community Farm. These funds will also formalize, improve upon, and expand educational activities and services through partnerships with West Gate Elementary School, a certified nutritionist, and Palm Beach County.

151

### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

Completed by Grants.gov upon submission.

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Westgate Belvedere Homes Community Redevelopment Agency

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

52-1657361

**\* c. UEI:**

N38VHH6LGBR7

**d. Address:**

**\* Street1:**

1280 Old Congress Ave Ste 215

**Street2:**

**\* City:**

West Palm Beach

**County/Parish:**

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

33409-6377

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

**\* First Name:**

Elizee

**Middle Name:**

**\* Last Name:**

Michel

**Suffix:**

**Title:**

**Organizational Affiliation:**

**\* Telephone Number:**

561-640-8181

**Fax Number:**

**\* Email:**

emichel@pbcgov.org



**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

D: Special District Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Natural Resources Conservation Service

**11. Catalog of Federal Domestic Assistance Number:**

10.935

CFDA Title:

Urban Agriculture and Innovative Production

**\* 12. Funding Opportunity Number:**

USDA-NRCS-NHQ-UAIP-21-NOFO0001110

\* Title:

Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Westgate Community Farm - Production Expansion, Community Education, Training and Outreach Initiative

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

153

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input style="width: 80px;" type="text" value="20"/>	* b. Program/Project <input style="width: 80px;" type="text" value="20"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input style="width: 320px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input style="width: 80px;" type="text" value="10/01/2021"/>	* b. End Date: <input style="width: 80px;" type="text" value="09/30/2024"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input style="width: 150px;" type="text" value="300,000.00"/>
* b. Applicant	<input style="width: 150px;" type="text" value="378,802.00"/>
* c. State	<input style="width: 150px;" type="text" value="0.00"/>
* d. Local	<input style="width: 150px;" type="text" value="0.00"/>
* e. Other	<input style="width: 150px;" type="text" value="0.00"/>
* f. Program Income	<input style="width: 150px;" type="text" value="0.00"/>
* g. TOTAL	<input style="width: 150px;" type="text" value="678,802.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b> <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 100px;" type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input style="width: 320px;" type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>  <input checked="" type="checkbox"/> ** I AGREE  <small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
<b>Authorized Representative:</b>	
Prefix: <input style="width: 150px;" type="text"/>	* First Name: <input style="width: 250px;" type="text" value="Elizee"/>
Middle Name: <input style="width: 340px;" type="text"/>	
* Last Name: <input style="width: 650px;" type="text" value="Michel"/>	
Suffix: <input style="width: 150px;" type="text"/>	
* Title: <input style="width: 500px;" type="text" value="Executive Director"/>	
* Telephone Number: <input style="width: 310px;" type="text" value="561-640-8181"/>	Fax Number: <input style="width: 220px;" type="text"/>
* Email: <input style="width: 740px;" type="text" value="emichel@pbcbgov.org"/>	
* Signature of Authorized Representative: <input style="width: 200px;" type="text" value="Completed by Grants.gov upon submission."/>	* Date Signed: <input style="width: 200px;" type="text" value="Completed by Grants.gov upon submission."/>

# BUDGET INFORMATION - Non-Construction Programs

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	10.935	\$	\$	\$ 300,000.00	\$	\$ 300,000.00
2. Non-Federal					378,802.00	378,802.00
3.						
4.						
5. Totals		\$	\$	\$ 300,000.00	\$ 378,802.00	\$ 678,802.00

# SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal	(2) Non-Federal	(3)	(4)	
a. Personnel	\$ 53,040.00	\$ 45,128.00	\$	\$	\$ 98,168.00
b. Fringe Benefits	0.00	11,282.00			11,282.00
c. Travel	0.00	0.00			0.00
d. Equipment	8,500.00	0.00			8,500.00
e. Supplies	56,950.00	0.00			56,950.00
f. Contractual	120,695.00	14,517.00			135,212.00
g. Construction	49,300.00	307,875.00			357,175.00
h. Other	11,515.00	0.00			11,515.00
i. Total Direct Charges (sum of 6a-6h)	300,000.00	378,802.00			678,802.00
j. Indirect Charges	0.00	0.00			0.00
k. TOTALS (sum of 6i and 6j)	\$ 300,000.00	\$ 378,802.00	\$	\$	\$ 678,802.00
7. Program Income	\$ 0.00	\$ 0.00	\$	\$	\$ 0.00

Standard Form 424A (Rev. 7-97)  
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156

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Federal	\$	\$	\$	\$	
9. Non-Federal					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13. Federal	\$	\$	\$	\$	
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Federal	\$	\$	\$	\$	
17. Non-Federal					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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157

BUDGET INFORMATION - Construction Programs			
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text" value="7,500.00"/>	\$ <input type="text"/>	\$ <input type="text" value="7,500.00"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text" value="4,658.00"/>	\$ <input type="text"/>	\$ <input type="text" value="4,658.00"/>
7. Site work	\$ <input type="text" value="56,662.00"/>	\$ <input type="text"/>	\$ <input type="text" value="56,662.00"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text" value="183,155.00"/>	\$ <input type="text"/>	\$ <input type="text" value="183,155.00"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text" value="55,900.00"/>	\$ <input type="text"/>	\$ <input type="text" value="55,900.00"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text" value="307,875.00"/>	\$ <input type="text"/>	\$ <input type="text" value="307,875.00"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text" value="307,875.00"/>	\$ <input type="text"/>	\$ <input type="text" value="307,875.00"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text" value="307,875.00"/>	\$ <input type="text"/>	\$ <input type="text" value="307,875.00"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <input type="text"/> %		\$ <input type="text" value="0.00"/>

USDA Urban Agriculture and Innovative Production (UAIP) Competitive Grants Program  
USDA-NRCS-NHQ-UAIP-21-NOFO0001110

**Westgate Community Farm – Production Expansion, Community Education, Training and Outreach Initiative**

**BUDGET NARRATIVE**

PROJECT TOTAL: \$678,802

Federal Funds Requested: \$300,000

Non-Federal Contribution (no match required): \$378,802

**PART A: FEDERAL FUNDS – BUDGET SUMMARY**

Cost Classification	Year 1 10/1/21 to 9/30/22	Year 2 10/1/22 to 9/30/23	Year 3 10/1/23 to 9/30/24	Total Cost
<b>1. Personnel</b>	<b>\$12,480</b>	<b>\$18,720</b>	<b>\$21,840</b>	<b>\$53,040</b>
a. Miriam Nolasco	\$3,120	\$3,120	\$3,120	\$9,360
b. TBD Farm Apprentice #2	\$9,360	\$15,600	\$18,720	\$43,680
<b>2. Equipment</b>	<b>\$0</b>	<b>\$8,500</b>	<b>\$0</b>	<b>\$8,500</b>
a. Walk-in cooler	\$0	\$8,500	\$0	\$8,500
<b>3. Supplies</b>	<b>\$17,490</b>	<b>\$24,730</b>	<b>\$14,730</b>	<b>\$56,950</b>
<i>Primary &amp; Satellite Farms</i>	<i>\$600</i>	<i>\$11,040</i>	<i>\$1,040</i>	<i>\$12,680</i>
a. Soil Amendments	\$600	\$600	\$600	\$1,800
b. Trees/plants	\$0	\$10,000	\$0	\$10,000
c. Seeding supplies	\$0	\$440	\$440	\$880
<i>Educational Collaboration</i>	<i>\$3,570</i>	<i>\$370</i>	<i>\$370</i>	<i>\$4,310</i>
a. Raised beds, tools, shed	\$3,200	\$0	\$0	\$3,200
b. Seeding supplies	\$220	\$220	\$220	\$660
c. Field trip materials	\$150	\$150	\$150	\$450
<i>Edible Home Gardens</i>	<i>\$7,320</i>	<i>\$7,320</i>	<i>\$7,320</i>	<i>\$21,960</i>
a. Workshop giveaways	\$1,200	\$1,200	\$1,200	\$3,600
b. Tools/materials	\$6,120	\$6,120	\$6,120	\$18,360
<i>Community Outreach</i>	<i>\$6,000</i>	<i>\$6,000</i>	<i>\$6,000</i>	<i>\$18,000</i>
c. Direct mail-outs	\$6,000	\$6,000	\$6,000	\$18,000
<b>4. Contractual</b>	<b>\$44,597</b>	<b>\$38,049</b>	<b>\$38,049</b>	<b>\$120,695</b>
a. Jetson Brown	\$15,288	\$15,288	\$15,288	\$45,864
b. Rodolfo Luarca	\$6,916	\$6,916	\$6,916	\$20,748
c. Alan Chin Lee	\$10,193	\$7,645	\$7,645	\$25,483
d. TBD Certified Nutritionist	\$7,200	\$7,200	\$7,200	\$21,600
e. TBD Website Consultant	\$5,000	\$1,000	\$1,000	\$7,000
<b>5. Construction</b>	<b>\$49,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,300</b>
a. Clear/Grub/Site Prep	\$7,500	\$0	\$0	\$7,500
b. Permitting/Inspections	\$2,000	\$0	\$0	\$2,000

Westgate Community Farm – BUDGET NARRATIVE

Page 1 of 8

159

c. Water Meter (1"CL)	\$16,000	\$0	\$0	\$16,000
d. Electrical connection	\$3,000	\$0	\$0	\$3,000
e. Irrigation	\$10,000	\$0	\$0	\$10,000
f. Fencing/gate	\$10,800	\$0	\$0	\$10,800
<b>6. Other</b>	<b>\$3,855</b>	<b>\$4,190</b>	<b>\$3,470</b>	<b>\$11,515</b>
a. Soils Testing	\$270	\$270	\$270	\$810
b. Vertical Gardens	\$0	\$720	\$0	\$720
c. Weather Station	\$385	\$0	\$0	\$385
d. Transportation – field trips	\$3,200	\$3,200	\$3,200	\$9,600
<b>7. TOTALS</b>	<b>\$127,772</b> <b>(Year 1)</b>	<b>\$94,189</b> <b>(Year 2)</b>	<b>\$78,089</b> <b>(Year 3)</b>	<b>\$300,000</b>

## FEDERAL BUDGET ITEMS

### 1. Personnel (\$53,040)

Funds are requested for two part-time farm apprentice positions to support the implementation of all project goals and objectives. Farm Apprentice #1 is an existing position; Farm Apprentice #2 is a new position created specifically to assist in the achievement of all project goals. As a training program, it is anticipated that Apprentice #2 position will continue in some capacity beyond the term of the grant dependent upon Agency budget and/or farm revenues to support further training initiatives.

- Miriam Nolasco – Farm Apprentice #1, part-time CRA employee, 15% of time on grant activities, 4 hrs./week for all 3 years, paid hourly (no fringe benefits) at (\$15/hr.), Assist in establishing the satellite farm site, including planting, maintenance, and harvesting toward achieving Goal 1. She will also assist with Edible Backyard Garden program workshops, school field trips prep and clean up, as well as offsite activities at the partner school to achieve Goal 2. She will work with the Farm Manager on community outreach and digital/social media to achieve Goal 3. Year 1: \$3,120; Year 2: 3,120; Year 3: \$3,120
- TBD – Farm Apprentice #2, part-time CRA employee, 100% of time on grant activities for all 3 years, 12 hrs./week in Year 1; 20 hrs./week in Year 2; 24 hrs./week in Year 3, paid hourly (no fringe benefits) at \$15/hr. Federal funding is requested for a second part-time farm apprentice position to assist as needed in all grant project related activities toward achieving all project goals and outcomes. Year 1: \$9,360; Year 2: \$15,600; Year 3: 18,720

**Total Personnel: Year 1: \$12,480; Year 2: \$18,720; Year 3: \$21,840**

### 2. Equipment (\$8,500)

To support farm operations, and achieve Goal 1, a walk in cooler will be purchased and installed in the enclosed structure for cold storage of sensitive crops and to extend shelf life for sale green market days. 100% federal funds requested, purchased in Year 2.

- Nor-Lake KODB46-C Kold Locker 4'x6' Walk-in Cooler, \$6,775 (\$8,500 installed)

**Total Equipment: Year 2: \$8,500**



### 3. Supplies (\$56,950)

Federal funds are requested to purchase supplies to support primary and satellite farm operations and development, as well as the expansion of education and training, resident edible home garden programs, and community outreach to achieve all project Goals.

#### Satellite Farm (Goal 1):

- a. Beginning in Year 1, soil amendments to annual production beds will be undertaken that include the addition of nutrients/fertilizer. \$600 each year for all 3 years = \$1,800
- b. Following soil amendments, at the beginning of Year 2, approximately 300 trees and plants will be planted at the satellite farm. Some varieties will grow from seeds, while others will be grafted or planted from cuttings. The satellite farm will grow mangoes, citrus, longans, sapotes, nances, tree tomatoes, papayas, dragon fruit, avocados, breadfruit, and Barbados cherries (list is not exclusive). Total one-time cost in Year 2 = \$10,000.

#### Primary Farm (Goals 1 and 2):

- c. Annual seeding supplies for two vertical gardens installed in Year 2 at the primary farm site. \$220 per vertical garden x 2 = \$440 for Years 2 & 3 = \$880.

*Sub-Total for Satellite & Primary Farms Supplies – \$12,680*

#### Educational Collaboration (Goal 2):

Federal funding is requested for supplies needed to establish the Adopt-a-Bed pilot program at the Westgate Elementary School site commensurate with meeting the objectives of Goal 2 – education and training.

- a. In Year 1, construct 6 raised beds on the Westgate Elementary School campus for use through all 3 years of the Adopt-a-Bed pilot. \$400 per raised bed x 6, one-time cost of \$2,400, plus;
- b. Tools to be used throughout 3-year term in Adopt-a-Bed pilot, one-time cost of \$400 in Year 1, plus;
- c. Install a small storage shed to be used throughout 3-year term to store tools and materials for Adopt-a-bed pilot, one-time cost of \$400 in Year 1:  
Total one-time start-up cost is \$3,200, plus;
- d. Seeding supplies for use in Adopt-a-Bed pilot - \$220 annually for all 3 years = \$660

Funding is requested for supplies for school field trips commensurate with meeting the objectives of Goal 2.

- e. Field trip takeaways: classroom groups will be given small tools, seeds and informational resources on each visit to the farm all 3 years. Cost for field trip supplies = \$50 x 8 trips = \$150 x 3 = \$450

*Sub-Total for Educational Collaboration Supplies – \$3,510*

#### Edible Home Garden Program (Goal 2):

Federal funding is requested for supplies needed to establish the Edible Home Garden Program, including tools and materials for 18 workshop raffle giveaways (6 per year) over 3 years and supplies needed for 18 individual edible backyard gardens (6 per year) over 3 years for participating residents toward meeting the objectives of Goal 2 – community education, training, fostering self-sufficiency, and addressing food insecurity.

Westgate Community Farm – BUDGET NARRATIVE

Page 3 of 8

161

- a. Tools & materials (one time per workshop edible home garden starter-kit giveaway) at a \$200 value each x 6 workshops annually is \$1,200, for 3 years = \$3,600
- b. Backyard garden installation by request: 6 gardens per year (same general supplies as school collaboration): Bed, \$400 ea. X 6 is \$2,400; Tools, \$400 x 6 is \$2,400; Seeding supplies, \$220 x 6 is \$1,320. Total: \$6,120 for 3 years = \$18,360

*Sub-Total for Edible Home Garden Program – \$19,560*

**Community Outreach (Goal 3):**

Funds are requested for printing and postage costs for 3 times yearly newsletters to all households within the CRA district estimated at approx. 3,100. Newsletters will inform Westgate residents about SNAP benefits, the FAB program, Farm events, market offerings and pricing, and nutritionist visits toward achieving the objectives of Goal 3 – enhanced community outreach and health/nutrition resource hub.

- a. Direct mail postcards to all residential addresses in CRA district, costs for printing & postage - \$2,000 each time. Year 1: 3 times, \$6,000; Year 2: 3 times, \$6,000; Year 3: 3 times, \$6,000

*Sub-Total for Community Outreach Supplies – \$18,000*

**Total Supplies: Year 1: \$17,490; Year 2: \$24,730; Year 3: \$14,730**

**4. Contractual (\$120,695)**

Federal funding support is requested for grant activities undertaken by the Farm Manager and Assistant Manager to implement all project Goals and Objectives. These positions exist and are funded annually by the Redevelopment Agency through a continuing contract. Federal funding is also requested for two 3-year term contracts with: 1) a certified nutritionist, either through the Agency's community partner, the FAU Health Clinic, or through RFP a local certified nutritionist; and, 2) a website consultant to upgrade the Farm's website, and social media reach. These contract positions will support the achievement of Goals 2 and 3.

- a. Jetson Brown – Farm Manager, 14 hours per week, 35% of time on grant activities for all 3 years. Responsible for all aspects of planning and operations at the Farm, including planting plans, volunteer and apprentice training, farm tours and field trips, and marketing. He will develop, implement, and monitor community outreach and education programs to accomplish Goals 2 and 3. He will oversee the establishment of the satellite farm site to accomplish Goal 1 – increase production and fresh produce choices. He will also collect performance data toward fulfilling project metrics. (14 hours per week annually, \$21/hr., all 3 years)
- b. Rodolfo Luarca – Assistant Farm Manager, 7 hours per week, 20% of time on grant activities. Responsible for maintaining farm operations, and community engagement. He will assist the Farm Manager in implementing and accomplishing Goals 1 thru 3, and will specifically oversee the expansion of the backyard garden program (Goal 2). (7 hours per week, \$19/hr., all 3 years)
- c. Inter-local agreement with partner Palm Beach County Department of Housing & Economic Development (PBC DHED) for a \$40,000 3-year technical assistance contract.

Westgate Community Farm – BUDGET NARRATIVE

Page 4 of 8

162

Alan Chin Lee – PBC DHED Special Projects Manager, will provide expertise, guidance, and assistance in grant implementation and management throughout the life of the project (Goals 1 thru 3). He will work 40% contract time in Year 1; 30% time in Year 2; 30% in Year 3 of the project, 70% with Federal funding. He will assist the Agency in report preparation and monitor the achievement of all project goals and objectives through performance data and metrics.

- d. TBD/FAU Health Unit – Certified Nutritionist, 2 times per month during market season (8 months annually), 100% with federal funds. To complement community education and training activities (Goal 2), the nutritionist will visit the Farm on market days twice monthly each of 3 years to offer health and wellness consultations, and provide information and instruction on healthy eating utilizing the Farm as a teaching tool and backdrop. The nutritionist will also collaborate on social media outreach and field health questions submitted on the Farm's website. \$400 each visit x twice per month is \$800 x 8 months is \$6,400 over 3 years = \$19,200.

Supplies (brochures, resource/informational handouts) for nutritionist visits: \$50 per visit, \$100 per month x 8 months is \$800 over 3 years = \$2,400

- e. TBD – Website/Media Consultant, one-time website overhaul cost of \$5,000 in Year 1 to reformat website design, add SEO tracking technology and interactive features, provide instruction on utilizing social media platforms to improve community outreach (Goal 3) and bolster the Farm's digital presence, plus technical support in Years 2 and 3 for \$1,000 per year. 100% with federal funds. \$5,000 one-time, plus \$1,000 annually x 2 years = \$7,000

**Total Contractual: Year 1: \$44,597; Year 2: \$38,049; Year 3: \$38,049**

##### **5. Construction (\$49,300)**

Federal funds are requested for the development of a satellite farm, to be completed within the first year in anticipation of planting at the beginning of Year 2. 100% with federal funds. The expansion of the Farm's capacity to incorporate a new Agroforest at the satellite site supports one of the key components of the project which is to increase production to improve healthy food choices for the target audience and all residents of the CRA district (Goal 1). The satellite farm will be established on just over .25 acres of vacant land owned by the Redevelopment Agency, within proximity to the primary farm. Improvements to the site are minimal and include installation of security fencing and an irrigation system. Estimated cost breakdown is as follows:

- b. General/Permitting fees: \$2,000
- c. Vegetation removal/clear & grub/site prep: \$7,500
- d. 1" PBC water meter installation for irrigation: \$16,000
- e. Electrical connection for irrigation: \$3,000
- f. Irrigation system (furnish/install): \$10,000
- g. Fencing (chain link) + gate (furnish/install): \$10,450 + \$350 = \$10,800

**Total Construction: Year 1: \$49,300**

#### 6. **Other (\$11,515)**

Federal funding is requested for the following miscellaneous items that support the implementation of grant activities at both the primary and satellite farm sites, toward achieving all project Goals and Objectives:

- a. Soils testing at both sites (Goal 1): \$90 per test x 3 samples taken from different locations. Undertaken once per year prior to planting for all 3 years, samples are sent to local labs for analysis and inform specific soil amendments. Each test is \$90 x 3 samples is \$270 over 3 years = \$810
- b. At the beginning of Year 2, purchase and install 2 vertical gardens systems (freestanding or wall mounted onto permanent structure at the primary farm to be used to further expand production and complement educational programs (Goals 1 and 2).
  - Vertech – Outdoor Varden Kit – Vertical Garden (2' x 3'), \$360 x 2 = \$720
- c. At the beginning of Year 1, install a Weather Station comprised of a high/low thermometer, hygrometer, rain gauge, barometer, anemometer, weather vane, and a casing/stand. The weather station will be used as both a teaching tool for school field trips (Goal 2), as well as an additional data source to inform production and growth rates that will be tracked during the term of the grant and beyond. One-time cost to purchase and install = \$385
- d. Funding is requested for transportation costs to increase field trips to the Community Farm commensurate with meeting the objectives of Goal 2.  
Transportation for field trips for participating class groups between Westgate Elementary School to Westgate Community Farm, 8 field trips per year during each of 3 years are planned.

Cost to rent a bus with driver each is \$400 each time for 2-hour field trips = \$3,200 x 3 years = \$9,600

**Total Other: Year 1: \$3,855; Year 2: \$4,190; Year 3: \$3,470**

#### **PART B: NON-FEDERAL FUNDS – BUDGET SUMMARY**

<b>Cost Classification</b>	<b>Year 1 10/1/21 to 9/30/22</b>	<b>Year 2 10/1/22 to 9/30/23</b>	<b>Year 3 10/1/23 to 9/30/24</b>	<b>Total Cost</b>
<b>1. Personnel</b>	<b>\$22,564</b>	<b>\$13,538</b>	<b>\$9,026</b>	<b>\$45,128</b>
a. Denise Pennell,	\$22,564	\$13,538	\$9,026	\$45,128
<b>2. Fringe Benefits</b>	<b>\$5,641</b>	<b>\$3,384</b>	<b>\$2,257</b>	<b>\$11,282</b>
a. Denise Pennell	\$5,641	\$3,384	\$2,257	\$11,282
<b>3. Contractual</b>	<b>\$5,807</b>	<b>\$4,355</b>	<b>\$4,355</b>	<b>\$14,517</b>
a. Alan Chin Lee	\$5,807	\$4,355	\$4,355	\$14,517
<b>4. Construction</b>	<b>\$49,219</b>	<b>\$258,656</b>	<b>\$0</b>	<b>\$307,875</b>
a. Engineering Fees	\$7,500	\$0	\$0	\$7,500
b. General	\$41,719	\$41,719	\$0	\$83,438
c. Site Work/Utilities	\$0	\$56,662	\$0	\$56,662
d. Concrete	\$0	\$11,500	\$0	\$11,500

Westgate Community Farm – BUDGET NARRATIVE

Page 6 of 8

e. Pre-fab structures/install	\$0	\$108,300	\$0	\$108,300
f. Finishes	\$0	\$8,200	\$0	\$8,200
g. Specialties	\$0	\$775	\$0	\$775
h. Mechanical	\$0	\$15,000	\$0	\$15,000
i. Electrical	\$0	\$16,500	\$0	\$16,500
<b>1. TOTALS</b>	<b>\$83,231</b>	<b>\$279,933</b>	<b>\$15,638</b>	<b>\$378,802</b>

## NON-FEDERAL BUDGET ITEMS

### 1. Personnel (\$45,128)

- a. Denise Pennell – CRA Project Manager, full-time CRA employee, 50% of budgeted time on grant activities in Year 1; 30% of time in Year 2; 20% of time in year 3, 100% with non-Federal funding. The Redevelopment Agency has allocated 17% of the total 3-year salary of this employee for grant related administrative activities. Ms. Pennell will be responsible for overseeing day to day construction administration activities at the primary and satellite Farm sites (Goal 1), and ensuring that all grant activities and benchmarks are completed commensurate with grant goals, timeline, and budget, including overseeing fiscal activities. She will be responsible for project RFPs to select the construction contractor, nutritionist, and website designer, as well as working directly with website designer on website updates (Goals 2, 3). She will also be responsible for submitting and completing required monitoring reports, grant initiation and close-out.

**Total Non-Federal Personnel: Year 1: \$22,564; Year 2: \$13,538; Year 3: \$9,026**

### 2. Fringe Benefits (\$11,282)

Fringe benefits paid by federal funds is 25%, 100 with non-Federal Funding.

- a. Denise Pennell – \$11,282 (\$45,128 x 25%) over 3 years.

**Total Non-Federal Fringe Benefits: Year 1: \$5,641; Year 2: \$3,384; Year 3: \$2,257**

### 3. Contractual (\$14,517)

- a. Inter-local agreement with partner Palm Beach County Department of Housing & Economic Development (PBC DHED) for a \$40,000 3-year technical assistance contract. Alan Chin Lee – PBC DHED Special Projects Manager, will provide expertise, guidance, and assistance in grant implementation and management throughout the life of the project (Goals 1 thru 3). He will work 40% contract time in Year 1; 30% time in Year 2; 30% in Year 3 of the project, 30% with non-Federal funding. He will assist the Agency in report preparation and monitor the achievement of all project goals and objectives through performance data and metrics.

**Total Non-Federal Contractual: Year 1: \$5,807; Year 2: \$4,355; Year 3: \$4,355**

### 4. Construction (\$307,875)

100% non-Federal, Redevelopment Agency funds will be utilized for construction activities at the primary farm site to formalize farm operations, construct a permanent structure with an ADA compliant washroom, walk-in cooler, and office area, a pavilion in the children's garden

Westgate Community Farm – BUDGET NARRATIVE

Page 7 of 8

area, and site improvements including a mulch corral, driveway and parking area with ADA stall, pathways, sanitary sewer and water connections. Preparation of construction documents, contractor procurement, and permitting will begin in Year 1. Construction will begin toward the end of Year 1 with completion within the first 6 months of Year 2. No construction work will occur in Year 3. Estimated cost breakdown is as follows:

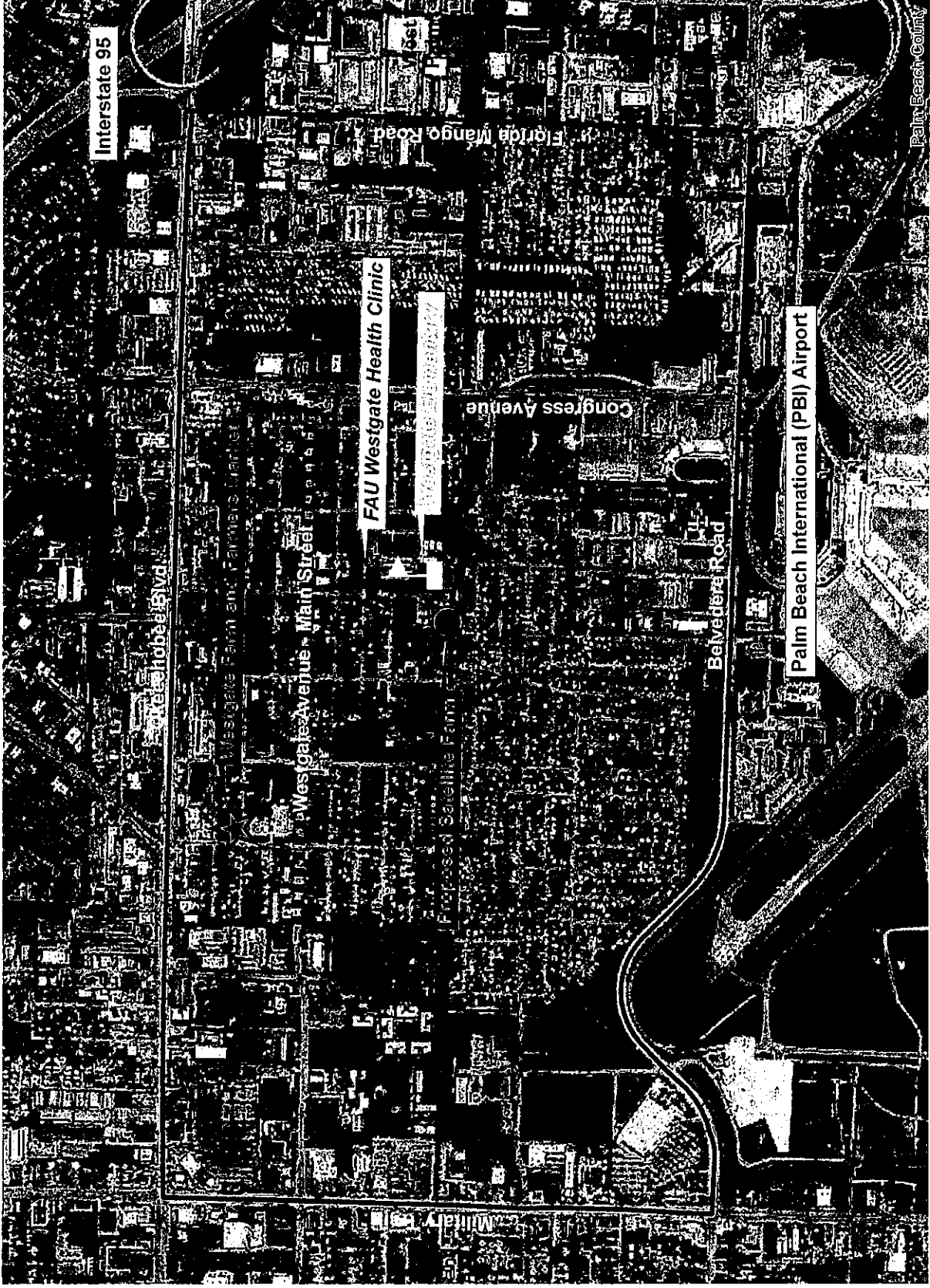
- a. Engineering Fees – \$7,500
- b. General – \$71,977
- c. Site Work/Utilities – \$56,662
- d. Concrete – \$11,500
- e. Pre-fab structures (furnish/install) – \$108,300
- f. Finishes – \$8,200
- g. Specialties – \$775
- h. Mechanical – \$15,000
- i. Electrical – \$16,500

**Total Non-Federal Construction: Year 1: \$49,219; Year 2: \$258,656**

## Exhibit 1



Exhibit 2  
Westgate Community Redevelopment Area  
Vicinity Map

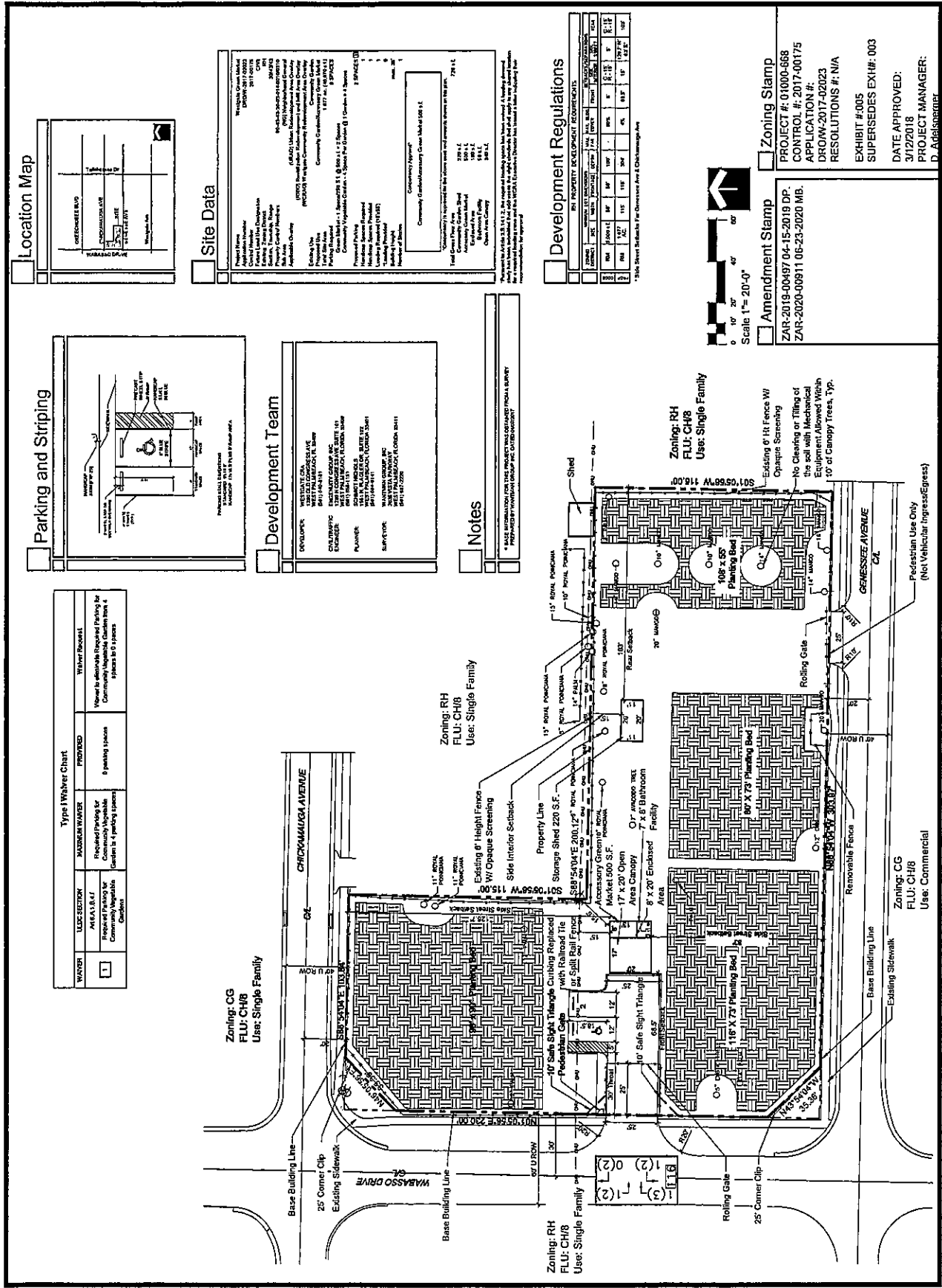






# Westgate Green Market

Palm Beach County, Florida



**Exhibit 4**  
**Westgate Community Farm**  
**Farm and Program Organizational Chart**

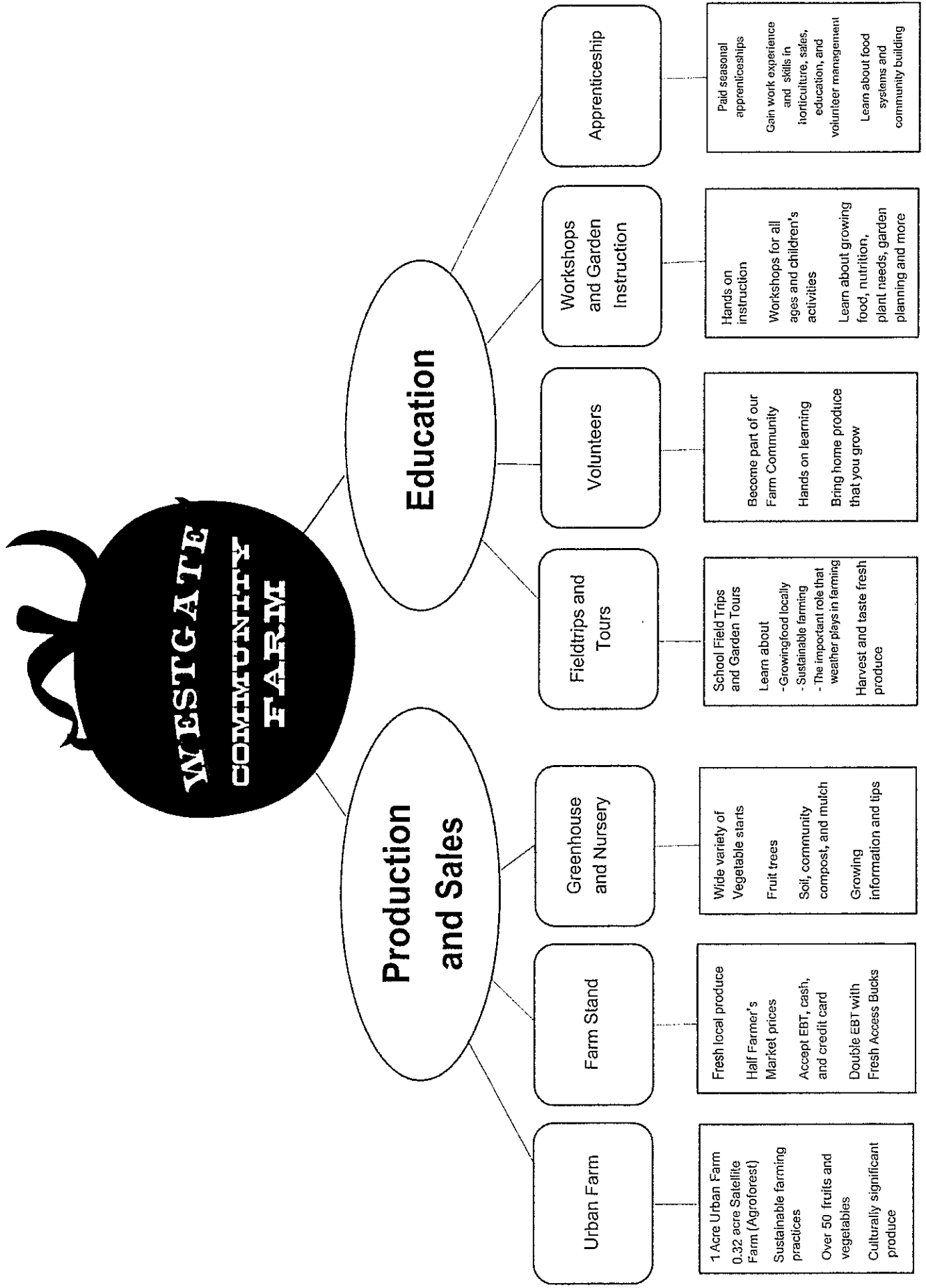


Exhibit 5  
Westgate Community Farm Activities/Programs Collage



June 28, 2021

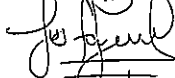
Westgate Belvedere CRA  
Mr. Elizee Michel  
1280 N. Congress Avenue  
Suite 215  
West Palm Beach, FL 33409

Mr. Michel,

Westgate Community Farm has been our partner for the last two years, reaching out to our students and the community teaching environmental and agricultural practices. After a challenging school year 2020-2021 due to the pandemic, we are pleased to continue working together for this new school year 2021-2022 with your support through the USDA Urban Agriculture and Innovative Production grant. Farmer Brown and his team are dedicated to serving the community. This year we are already planning on extending our partnership by creating multiple opportunities for school field trips to the farm, building raised beds, using transplants from the farm, and include mentorship activities for the students in the Green Club. We also hope to continue helping teachers and students to build their expertise by making connections with our curriculum, real life jobs and skills. We are thankful with West Gate Community Farm for the kind donations to our community and participation in the "Planting Your Own" initiative. Students grew their own plants and transplants at home during the pandemic and were able to collect produce, learn about it, and enjoy family time in the kitchen.

We are looking forward to continuing working together with the farm, and with your support in helping students gain and transfer the knowledge to create a positive change in their communities. We appreciate your consideration for West Gate Farm as receivers of the grant.

Sincerely,



Luisa F. Vargas

**West Gate Elementary School**  
PLC Learning Facilitator  
DL Coach  
Green Club Co-leader  
561-6847100



**Treasure Coast Regional Planning Council  
BROWNFIELDS PROGRAM  
BROWNFIELDS SITE ASSESSMENT APPLICATION**

On behalf of a qualifying applicant, the Treasure Coast Regional Planning Council (TCRPC) may perform, via qualified contractor, an environmental site investigation such as a Phase I or Phase II, for a qualifying Brownfield property. The goal of the program is to facilitate the redevelopment of properties that are suspected to be contaminated with petroleum or hazardous substances.

Projects sponsored by public agencies with firm redevelopment plans and a strong commitment to facilitating the development of the site after it is assessed, are preferred. Projects that have financing available for potential cleanup costs and community involvement in reuse planning will be given higher priority. This program focuses on potential brownfield redevelopment projects encompassing one or more of the following program areas:

- Workforce Housing
- Mixed-Use Development
- Health and Welfare
- Job Creation
- Creation of Parks and Open Space

**For each site, please provide the requested information and submit application along with letters of support to:**

Stephanie Heidt, AICP  
*Economic Development and  
Intergovernmental Programs Director*  
Treasure Coast Regional Planning Council  
421 SW Camden Avenue  
Stuart, Florida 34994  
Phone: 772.221.4060  
Cell: 772.475.3863  
E-mail: [sheidt@tcrpc.org](mailto:sheidt@tcrpc.org)

**APPLICANT INFORMATION**

- |                                  |   |
|----------------------------------|---|
| <b>1. Applicant Organization</b> | <b>Westgate Belvedere Homes Community Redevelopment Agency</b>              |
| Address                          | 1280 N. Congress Avenue, Suite 215  |
| City/State/Zip                   | West Palm Beach, FL 33409   |
| Contact Person                   | Denise Pennell, FRA-RA, Senior Planner/Project Manager                      |
| Phone/Email                      | 561-640-8181 / <a href="mailto:dpennell@pbcgov.org">dpennell@pbcgov.org</a> |

## 2. Describe Applicants Eligibility

Municipality/Local Government ☒  
Private Property ☐  
Citizen Affected by Potential Site ☐

Non-Profit Organization ☐  
Other (Please specify) ☐

### SITE INFORMATION

1. **Site Name/Parcel** Chickamauga Redevelopment Site  
  
Parcel Control No. 00-43-43-30-03-010-0490 (Parcel 1); 00-43-43-30-03-010-0460 (Parcel 2); and 00-43-43-30-03-010-0410 (Single Family Parcel)  
  
Site Address 2607, 2627 & 2631 Chickamauga Avenue  
  
City West Palm Beach, FL 33409
2. **Current Site Ownership (if different from applicant)** Same as applicant
3. **Site Zoning:** **Total Acreage of Site:** (attach site map, if available)  
RH (Residential, Medium Density) 0.8 ac & 0.2 ac (vacant); 0.43 ac (single family use)  
  
Future Land Use: CH/8 (Commercial High w/ underlying 8 dwelling units per acre) Total: 1.43 ac (3 parcels)
4. **# Buildings on Site:** 1 building on the Single Family Parcel (Parcels 1 & 2 are vacant)  
**Approx. Sq. Footage:** 2,304 sf  
**Condition:** Usable, generally good condition, occupied  
(e.g., usable, partially razed, gutted by fire, etc.)
5. **Amount of Delinquent Property Taxes (if any)** \$0--
6. **Assessed Value \$408,320** (total of all 3 parcels per PBC PAPA - 2021)  
Note: the value of the site was estimated at \$626,000 per a private property appraisal completed in 2019 prior to site purchase by the CRA.
7. **If the applicant owns the property, please describe whether you are responsible for any of the environmental concerns at the site.**  
  
No, the properties were purchased by the CRA in December 2019. Environmental concerns stem from the adjacent property to the northwest. It should be noted that the entirety of the CRA district is designated a Brownfield Area (see Exhibits A & B). The redevelopment area consists of approximately 1,300 acres in unincorporated Palm Beach County, bounded by Okeechobee Boulevard to the north, Belvedere Road to the south, Florida Mango to the east, and Military Trail to the west.
8. **Past Site Uses and Approximate Dates** (e.g., type of manufacturing, landfill, industrial, commercial, retail, etc.)  
**Subject site** (see Exhibit C for location):  
All three parcels once supported single family residential uses. The parcels were purchased as an assemblage in 2001 by Spencer Square Holdings to expand their retail plaza to the north. Between 2007 and 2009, the building on Parcel 2 was demolished, and between 2016 and 2017, the building on Parcel 1 was demolished following a house fire that rendered the dwelling uninhabitable. There is a residential structure on the Single

Family Parcel, built in 1994, that is currently occupied; the unit continues to be leased by the CRA following its purchase in 2019.

**Adjacent site:**

The property adjacent to the northwest of the subject site currently supports a retail gas and fuel sales/convenience store use (Cumberland Farms); constructed in 2018/19. Historical zoning records and maps indicate an auto salvage/repair use (Satellite Auto Glass) and a dry cleaning use (Melo Cleaners at the corner of Okeechobee Blvd. and Seminole Blvd.) operated on the site through the 1990's and early 2000's. Between 2011 and 2013, the buildings associated with the auto salvage use were demolished and the stored vehicles removed. In the 2010's, the dry cleaner ceased operations and the building was repurposed for general retail (King of Gold Pawn), until the building was demolished in 2017/18 to make way for the Cumberland Farms development (see historical photos in Exhibit D).

**9. Describe how the property became contaminated.**

The property adjacent to the northwest of the site is likely contaminated due historic uses: auto salvage/repair and dry cleaning. Assumption of improper storage or disposal of contaminants/chemicals that may have migrated through soils and groundwater to the subject site. The subject site is directly adjacent to the previous auto repair/salvage yard use and within 225 ft. of the previous dry cleaning use (see Exhibits E & F for 2005 Google satellite images and subject site proximity)

**10. Describe the nature and extent of contamination.**

Possible petroleum-related contamination intermingled with solvents due to historic adjacent uses.

**11. If the site is contaminated with petroleum, provide documentation of the following that:**

- a. the site is of "relatively low risk" compared with other "petroleum-only" sites in the state;

The subject site is not the suspected source of the potential impacts.

- b. there is "no viable responsible party" legally capable of satisfying obligations under Federal or state law to assess, investigate, or clean up the site;

Based on a cursory agency documentation review, the suspected off-site source of contamination was not a regulated facility.

- c. funding for the site will be used by a party that is not potentially liable for the petroleum contamination to assess, investigate, or clean up the site; and

The subject site is not the suspected source of the potential impacts.

- d. the site is not subject to a corrective action order under the Resource Conservation and Recovery Act (RCRA).

The subject site is not the suspected source of the potential impacts.

**12. If the property is not owned by the applicant, please describe any plans for property acquisition.**

N/A

**13. If the applicant does not own the property, does applicant have legal permission authorizing Council to enter the property to conduct site assessment activities?**

N/A, the applicant owns the property.

**Yes. If yes, please attach the executed Site Access Agreement form.**

Executed Site Access Agreement is attached.

**No. If no, please Explain.** Note: Failure to obtain legal permission for site access will result in delay of the application.

**14. Describe the anticipated flow of ownership of site/property throughout the process of assessment, cleanup, and redevelopment and describe any problems.**

The CRA will continue to control the site through assessment and potential remediation. Following the completion of an environmental assessment, the CRA, would, if the assessment determines contamination exists, proceed with site remediation prior to issuing a public offering via a request for proposal (RFP) for the redevelopment of the site. The CRA will maintain open communication with the current tenants of the Single Family Parcel during the assessment and potential cleanup process. Prior to issuing the RFP the CRA will initiate lease termination/relocation procedures with the current tenants. When a redevelopment proposal is selected by the CRA Board, an agreement between the CRA and the developer will allow a time certain period, potentially up to 3 years, for the developer to obtain the necessary funding, entitlements, and permits, before the CRA formally disposes of the property, enabling a transfer of ownership through land conveyance. The CRA must receive PBC Board of County Commissioners (BCC) approval to dispose of any property for redevelopment; this is a separate, but concurrent process that can take up to 3 months to complete. Timeline for construction to begin on a redevelopment project is estimated to be FY 24/25

**GENERAL**

**1. Is the brownfields site eligible for State of Florida cleanup funding under the Inland Protection Trust Fund?**

N/A

**2. If yes, what is the DEP priority score?**

N/A

**3. What is the timeline for proposed site development/redevelopment activities?**

The CRA is targeting the issuance of an RFP for proposals to redevelop the site with mixed use or high density residential in FY 21/22.

**ASSESSMENT**

**1. Describe prior site assessment activities, if known. Please attach relevant assessment report(s).**

None

**2. Describe any compliance or enforcement actions, historically or pending, at the site.**

None

**3. Describe site assessment activities being requested (Phase I or Phase II, etc) and estimated costs.**

Phase 1 Environmental Assessment (ESA) \$3,500

Phase II ESA up to \$30,000 (to be determined upon completion of Phase 1 ESA)

**4. Describe the financial needs for each phase of the project (assessment, cleanup, and redevelopment), if known.**

Redevelopment costs are currently unknown.



## **REDEVELOPMENT**

### **1. Anticipated Future Use:** (i.e. residential, recreational, commercial, retail, industrial, greenspace area)

The subject site is anticipated to redevelop with a mixed use or high density residential end-product. The site is less than 2 acres in size with a future land use that only permits 8 dwelling units per acre by right; 11 units are allowed. To achieve the higher residential densities outlined in the CRA's Redevelopment Plan, the selected developer could utilize additional density available through the WCRA's Density Bonus Program, provided the program criteria is met. The site is within the UH sub-area of the WCRA Zoning Overlay in the County's ULDC which allows for a maximum of 150 WCRAO density bonus units per acre, and a height of 10 stories. However, there is an alternative redevelopment option that is currently fluid: the owner of the Spencer Square retail plaza immediately adjacent to the north of the subject site is currently seeking to sell, so there may be an opportunity for the CRA may work with new owner of Spencer Square to assemble and redevelop a much larger project with frontage along Okeechobee Blvd. dependent upon the development goals of the new owner.

### **2. Describe applicant's proposed vision for reuse.**

Commensurate with the goals and objectives of the Redevelopment Plan (<https://www.westgatecra.org/plans-and-studies/>) and allowed uses per the WCRA Zoning Overlay, the CRA envisions mixed use or high density 'transit-adjacent' residential development on the site given its proximity to Okeechobee Blvd.

### **3. Provide a proposed budget for the project.**

Project budget is commensurate with and specific to the type of development proposed and is unavailable at this time.

### **4. Describe municipal commitment such as financial incentives to encourage redevelopment (i.e., tax incentives, tax increment financing, fast-tracking permitting etc.). Attach any supporting documents.**

The WCRA is committed to facilitating the redevelopment of the site. Current PBC Comprehensive Plan and Unified Land Development Code (ULDC) regulations allow the developer to seek additional density for the development. The availability of a bonus residential density pool acts as an incentive for infill redevelopment and new development within the CRA area, where approximately 70% of parcels have a CH-8 (commercial high with an underlying residential of 8 dwelling units per acre) Future Land Use (FLU) designation which only allows for low to medium density development; this is true for the majority of unincorporated areas in the County. Regulations and criteria for the approval of bonus density units for a development are codified in the WCRA Overlay; for projects with 10 units or more, a minimum of 20% total project units must remain affordable based on PBC average median income (AMI tiers) Mod. 1 and Low. A development is not permitted to be 100% affordable. This requirement provides for a range of income levels within one development commensurate with the County's inclusionary housing policy. For a developer to access the WCRA density bonus unit pool, a project must meet certain criteria and be approved by the CRA Board.

The CRA's expedited review and ongoing collaboration with County Planning, Zoning, Building and Engineering staff has successfully assisted developers and property owners navigate their projects from the entitlement through construction processes. In addition, the CRA has the option of selling the site at or below fair market value if public benefit can be demonstrated by the selected developer. The CRA can also offer a site development assistance grant to help offset a portion of the development costs if funds are available. The developer could also request consideration of TIF rebate by the CRA if needed.

### **5. Describe proposed funding sources for any site cleanup and current/past evidence of developer interest.**

The CRA's redevelopment trust (TIF) would fund site remediation activities; leveraged with state grant funding, if available.

**6. How do proposed reuse(s) and your ongoing efforts to prevent the creation of future brownfields fit into your community's master plan, economic development plan/activities and other relevant plans/activities?**

The anticipated redevelopment project would leverage private and public investments to create new sustainable facilities on land currently vacant and under-utilized, located in a prime infill area adjacent to a major County arterial roadway and thoroughfare. The project would prevent future blighted influences which exacerbate disinvestment, perpetuate nuisance uses, and further motivate illegal dumping on vacant properties throughout the CRA district. A new mixed use or high density residential project will be required to utilize smart growth principles to efficiently develop the site and will be required to comply with all WCRAO and ULDC development regulations.

**7. Describe the extent to which the grant would facilitate the creation and/or preservation of parks and open spaces.**

The grant would provide for a Phase I environmental site assessment; followed by site remediation should evidence of contamination be found. Cleanup protocols would enable the CRA to convey a 'clean' property to the developers selected through the RFP process to construct a project with residential units.

The CRA's Density Bonus Program requires that 5% of the project residential square footage to be dedicated to outdoor space for resident use. The County's Parks & Recreation Department also requires that all projects containing residential units have a dedicated open and recreational area. Commensurate with its Redevelopment Plan the CRA is continuing its ongoing efforts to create passive and open recreational spaces for the residents of the Westgate area.

The CRA encourages building clustering for a more compact urban environment which supports the preservation of existing open spaces. The Westgate area is the best place to use these types of grants since it will further equitable development in an underserved area. The financial incentives for the developer would encourage new interests in the area which otherwise could not have been done alone through the public or private sectors.

**8. Describe whether the project will use existing infrastructure or require its expansion.**

Infrastructure is available and will be utilized including off site drainage via the Dennis P. Koehler Preserve, a wet retention lake to the south of the subject site with available redevelopment credits through the SFWMD.

## **COMMUNITY**

**1. Provide a detailed description of the target community that the project will benefit. Explain how the targeted community will benefit.**

According to the 2019 U.S. Census American Community Survey (2019 ACS), the area has a poverty level of 36.5%, with 61.0% of the population earning no more than \$34,999, and 45.7% of individuals earning no more than \$24,999 compared to the County at \$19.1%. This is significant because, according to the Living Wage Calculator, the individual living wage for Palm Beach County (County) is \$32,490 per the 2020-2021 update. By contrast, the County has a poverty level of 12.2%, with 35.7% of individuals earning no more than \$34,999.

Further, a total of 12,549 Westgate residents live in 3,118 households, for an average of four persons per household, far exceeding the County's average of 2.6 persons per household. The percentage of Hispanic (57.4%) and Black (31.2%) residents exceed the County averages of 22.4% and 18.7% respectively, while individual median income is only \$20,413, well below the estimated minimum 2020-21 individual annual living wage of \$32,490 for PBC. Similarly, median household income is \$34,980, almost half of the County's median of \$63,299, and even further below the estimated minimum 2020-21 household living wage of \$94,057 needed for a family of four. Not surprisingly, 45.7% of individuals earn no more than \$24,999 compared to the County at \$19.1%, and 36.5% of residents fall below the 100% Poverty Level compared to the County at 12.2%, with an additional 22.0% within 100% to 149% of the Poverty Level. Mobility options are further limited, as 5.1% of households have zero cars and 34.6% get by with only one car, compounded by limited access to public transit.

It is anticipated that the developer will draw from the Westgate community and adjacent communities since new residential units offered at workforce and affordable rates are simply unavailable in adjacent urban areas in this current inflated housing market. If the project incorporates a mix of uses, commercial uses that are preferred by the CRA such as medical office, neighborhood grocer, or community bank support the community by providing local access.

**2. Describe how your plans for reuse of the site will enhance your community's social, economic, and environmental well-being.**

The redevelopment of this site will create a more economically sustainable and healthier community due to a mix of uses and incomes to balance the high ratios of existing low to very-low income households. New infill development in this transitional area between Okeechobee Blvd. and Westgate Avenue will draw investor and developer interest in the area, and further activate redevelopment.

**3. Describe efforts to involve community organizations in project development and implementation activities.**

As a part of the entitlement process, the project will be reviewed by several public agencies and forums. The CRA Board is comprised of community residents, business or property owners who consistently elevate and prioritize those projects that are in the best interest of the community and further the goals of the CRA's Redevelopment Plan. Affected community stakeholders will have an opportunity to participate at key points during the entitlement process.

**4. Describe how affected communities will be involved in future land use and site ownership decisions.**

The CRA generally involves the community in decisions about amendments to its Redevelopment Plan and Zoning Overlay, or in the planning and development of other projects that have a widespread impact on the area through public meetings and design charrettes. The development of the subject site is a public-private partnership.

**5. Describe any environmental justice concerns associated with the site.**

The CRA district is a historically low-income, marginalized area. Environmental injustice has played out in the Westgate area over time beginning with de-annexation by the City of West Palm Beach in the 1930's due to a reluctance to invest in the infrastructure needed to elevate the area, through repetitive siting of environmentally impactful uses such as contractor and auto storage or salvage yards, and auto repair uses, and pervasive and widespread dumping on vacant or derelict lots throughout the area which continues to some extent today. CRA staff has invested millions of dollars in sanitary sewer, drainage, and roadway improvements over the years and has pushed for the adoption of Zoning Overlay regulations that prohibit certain uses, and fostered collaborations with County Code Enforcement and PBSO Community Policing deputies assist in ongoing enforcement. Investments that support and lift the community furthers equitable development.

# Exhibit A - Brownfield Area Designation

RESOLUTION NO. R-2003-2076

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE AREA WITHIN THE BOUNDARIES OF THE REDEVELOPMENT AREA OF THE WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (CRA) A BROWNFIELD AREA; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Florida Brownfields Redevelopment Act, Sec. 376.77 through 376.85, Fla. Stat. (2002) (Act) provides for local governments to designate by resolution areas consisting of one or more brownfield sites as "brownfield areas" for the purpose of environmental remediation, rehabilitation and economic redevelopment; and,

WHEREAS, the Board of County Commissioners of Palm Beach County desires to designate, pursuant to the Act, the redevelopment area of the Westgate/Belvedere Homes Community Redevelopment Agency (CRA) as delineated in the attached map, as a brownfield area to secure the benefits accruing under the Act; and,

WHEREAS, per Florida Statutes 376.79(4), a CRA may be declared a brownfield area, and,

WHEREAS, brownfield designation will enable property owners to voluntarily use State Brownfield Programs for environmental remediation, rehabilitation and economic development; and,

WHEREAS, the County has complied with the procedures outlined in the Act and has provided notice as required by Sec. 125.66(4)(b)2, Fla. Stat.

NOW, THEREFORE, BE IT RESOLVED BY THE PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, PALM BEACH COUNTY, FLORIDA, that,

Section 1. The recital and findings set forth in the Preamble to this Resolution are hereby adopted into and are made a part of this resolution.

Section 2. Pursuant to the Act, the area depicted on Exhibit A, featuring the area within the boundaries of the Westgate/Belvedere Homes Community Redevelopment Agency, attached hereto and incorporated herein by reference, is hereby designated as a brownfield area.

Section 3. This resolution shall become effective upon its adoption.

Section 4. The County shall notify the Florida Department of Environmental Protection of the decision to designate the redevelopment area of the CRA as a brownfield area.

Commissioner Koons moved for the approval of the Resolution. The motion was seconded by Commissioner McCarthy and, upon being put to a vote, the vote was as follows:

KAREN T. MARCUS, Chair	- AYE
TONY MASLOTTI, Vice Chair	- AYE
JEFF KOONS	- AYE
WARREN H. NEWELL	- AYE
MARY McCARTY	- AYE
BURT AARONSON	- AYE
ADDIE GREEN	- AYE

The Chair there upon declared the Resolution duly passed and adopted this 16 day of December, 2003.

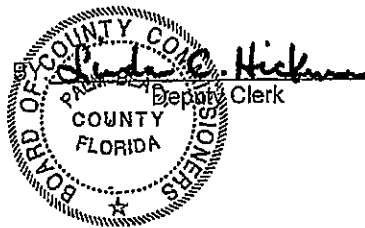
APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

PALMBEACH COUNTY, FLORIDA, BY ITS  
BOARD OF COUNTY COMMISSIONERS

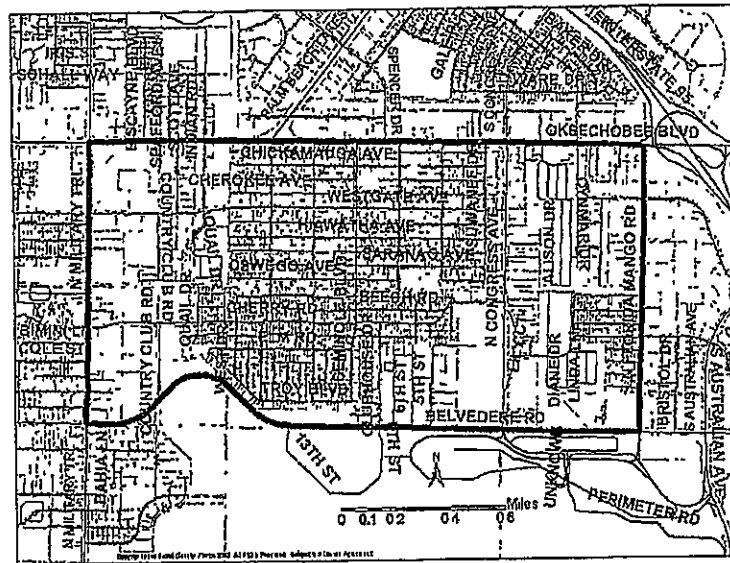
DOROTHY H. WILKEN, CLERK

BY:

  
Asst. County Attorney

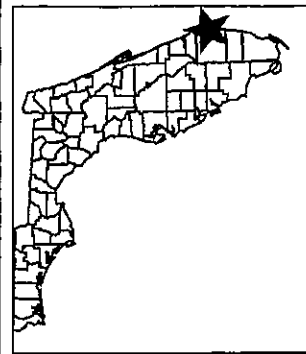


Westgate/Belvedere Homes  
Community Redevelopment Area  
Brownfield Area





# Brownfields

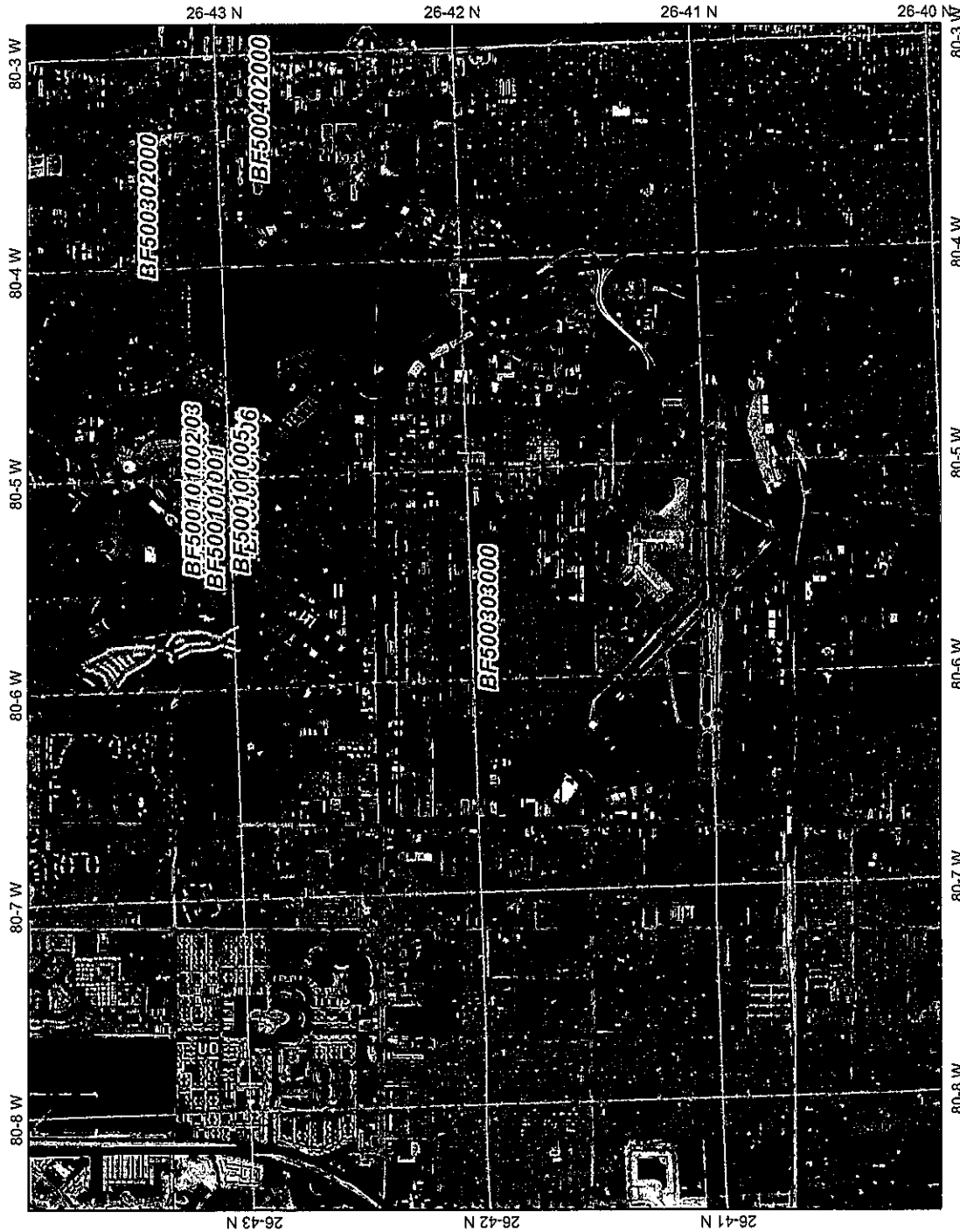


## Legend

- Brownfield Areas
- Brownfield Sites with BSRAs
- Interstates (no labels)
- Counties (generalized)



Scale: 1:50,000




Map center: 787806, 305478

Notes: Map produced on Tue Sep 15 16:29:04 EDT 2009

[Florida Department of Environmental Protection] Disclaimer: This map is intended for display purposes only. It was created using data from different sources collected at different scales, with different levels of accuracy, and/or covering different periods of time.



# Exhibit C - Site Location & Ownership



**DOROTHY JACKS**  
FLORIDA REAL ESTATE  
Full-Service Real Estate Services  
No Value Until You Value

12594 HILLYARD

Search by Owner Address or Parcel

**View Property Record**

**Owners**  
WESTGATE BELVEDERE HOMES CRA

**Property Detail**  
Location 2607 CHICKAMAUGA AVE  
Mickidill, UNINCORPORATED  
Parcel No. 0943423030100490  
Subdivision WEST GATE ESTS NORTHERN SEC  
Room 31078 Page 1778  
Sale Date DEC-2019

Mailing Address 1280 OLD CONGRESS AVE STE 215  
WEST PALM BEACH FL 33409-6377  
Use Type 0000 VACANT  
Total Square Feet 0

**Sales Information**

Sales Date	Price
DEC-2019	\$500,000
JAN-2001	22,5000
JAN-2001	10

**Appraisals**

Tax Year	2020
Improvement Value	\$0
Land Value	\$102,000
Total Market Value	\$102,000

All values are as of January 1st each year

**Assessed/Taxable values**


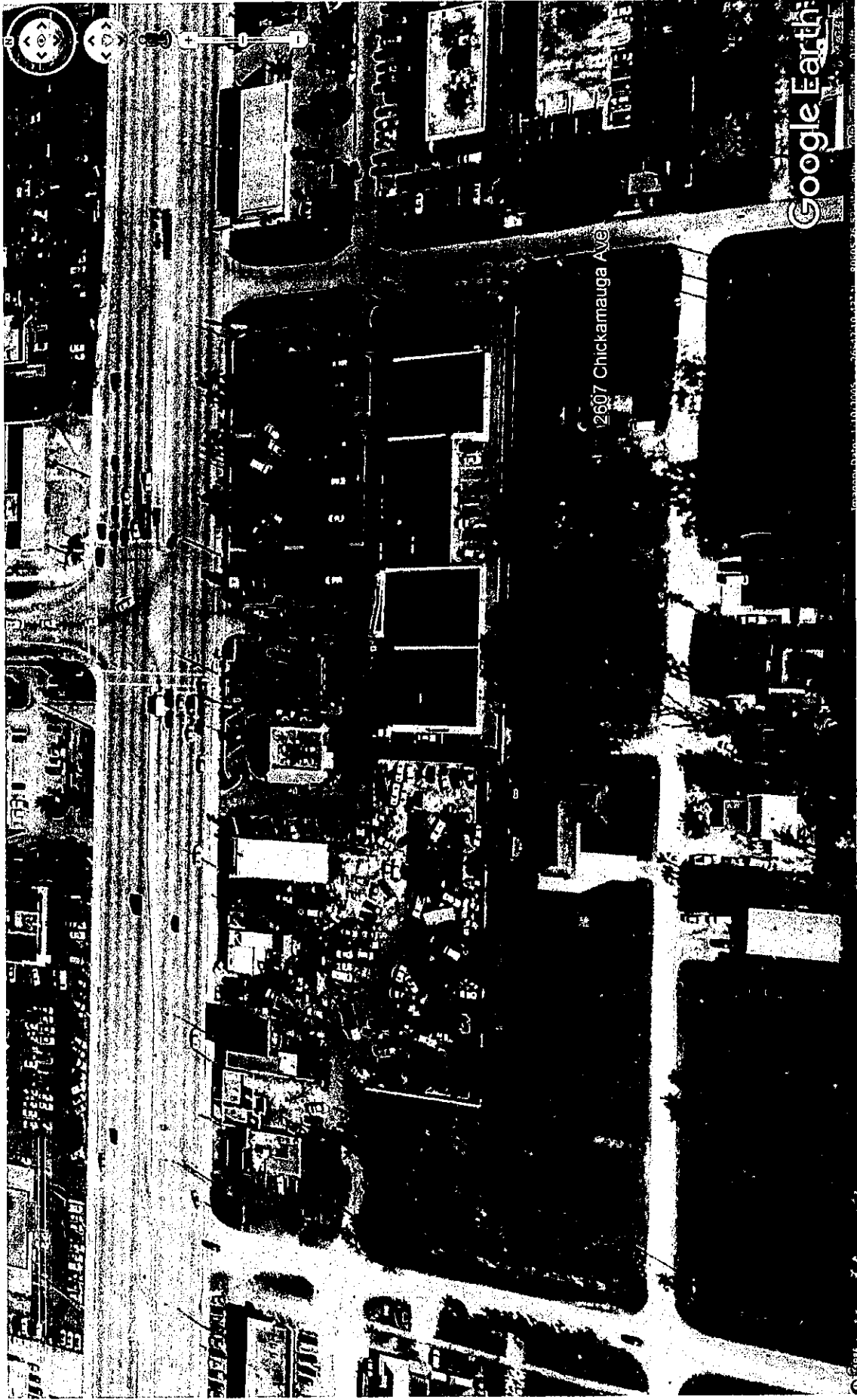




Exhibit D - Historical Photos of Adjacent Site



Exhibit E - 2005 Historical Imagery



# Exhibit F - Site Proximity

