

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

February 10, 2025

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

Mr. Daniels, the Board Chair, called the meeting to order at 5:14 p.m. The roll was called by Ms. Bui.

Present: Ronald L. Daniels
Joanne Rufty
Teliska Wolliston
Ruth Haggerty

Absent:

Staff Present: Elizée Michel, Executive Director
Denise Pennell, Director of Planning & Development
Carmen Geraine, Bookkeeper
Mai Bui, Redevelopment Specialist/Administrative Assistant
Thomas J. Baird, Esq., General Counsel – Arrived at 5:22p.m.
Leticia Sabio, Planner I

Absent:

Others Present: Dr. Tum, Hakim Hood, Abui Kanthan, Osniel Leon, Katherine Odonnen
Josh Bishop, Kurt Jetta, Arsire Kalustch, Josh Nichols, Braden Miller,
Nilsa Zacarias, Sharon Sheppard, Alex Rios, Jetson Brown

Zoom Attendees: McKenna West

II. AGENDA APPROVAL

1. Additions, Deletions, Substitutions to Agenda

- Reorder the Agenda – Agenda Item #2 to #3. Agenda Item #3 to #2.

2. Adoption of Agenda

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

III. ADOPTION OF W/BH CRA MINUTES

- Ms. Haggerty noted that the page number was renumbered.
- It was moved by Ms. Haggerty and seconded by Ms. Wolliston to adopt the November 4, 2024 minutes. Motion carried (4-0)

IV. PUBLIC COMMENT

- No Public Comments

V. DISCLOSURES

- No Disclosures

VI. CONSENT AGENDA

- No Consent Agenda

VII. REGULAR AGENDA

1. Selection Committee's Recommendation for RFQs for Engineering, Surveying and Planning Continuing Services

Mr. Michel presented the item to the Board.

On October 22, 2024, the WCRA issued RFQs for professional engineering, surveying, and planning continuing services. The RFQs were also published in the paper on October 22, 2024. Six (6) proposals were received (engineering: one; surveying: one; planning: four) within the deadline of November 22, 2024. A sufficiency review was completed before the distribution of the proposals to the Selection Committee members. A Selection Committee was developed to review and rank all qualified proposals in accordance with the RFQ review criteria.

The Selection Committees convened on two dates, December 18, 2024 and January 3, 2025 at 1:30 P.M. to review, score, and rank the proposals. The meeting notes of the selection committee are included in this packet.

Engineering and Surveying

Engenuity Group, Inc. was the only firm that submitted a proposal for engineering and surveying services. Engenuity Group's proposal met all the requirements of the RFQ.

The selection committee recommends that the Board selects Engenuity Group Inc. for engineering and surveying services.

Planning, Landscape Architecture, and Property Development Assistance

The ranking order of four (4) professional planning, landscape architecture, and property development assistance respondents is as follows:

1. Kimley-Horn
3. Chen Moore and Associates (CMA)
3. Schmidt Nichols Landscape Architecture and Urban Planning
4. Coutleur and Hearing Landscape Architecture

The RFQ said that the WCRA Board may select up to three (3) firms for contract award. The Selection Committee recommends that the Board select the top three firms/teams.

The Board, therefore, has the following options available:

1. Accept the Selection Committees' recommendation; or
2. Request a presentation and/or interview from the top-ranked respondents to further evaluate their qualifications; or
3. Reject all proposals and direct staff to re-release the RFQ.

Staff is asking the Board to authorize staff to accept the Selection Committee's recommendation to choose Engenuity for engineering and surveying services and Kimley-Horn, Chen Moore and Associates, and Schmidt Nichols Landscape Architecture for planning, landscape architecture, and property development assistance services.

It was moved by Ms. Rufty and seconded by Ms. Haggerty to accept the Selection Committee's recommendation to choose Engenuity for engineering and surveying services and Kimley-Horn,

Chen Moore and Associates, and Schmidt Nichols Landscape Architecture for planning, landscape architecture, and property development assistance services. The motion passed unanimously (4-0)

2. Approval of Recommendations for 2818 Westgate Avenue Neighborlee Mixed-Use (Micro-units) Development

Mr. Michel and Mr. Miller presented the item to the Board.

The subject 0.66-acre site is located on the south side of Westgate Avenue near Tallahassee Drive. The land assemblage consists of four parcels, encompassing the full depth of the block between Westgate Avenue and Nokomis Avenue, providing access from both streets. Currently, the parcels fronting Nokomis Avenue are zoned RH (Residential High), while those fronting Westgate Avenue are zoned CN (Commercial Neighborhood). The site has Future Land Use designation of CH/8 (Commercial High, with an underlying residential land use of 8 du's/acre). The entire property is proposed to be rezoned to CG (Commercial General) for zoning district consistency, and to be more compatible with surrounding zoning districts. The site, known for its "piles of dirt," has been used for intermittent, unauthorized soil and gravel storage for several years, contributing to blighted conditions along the Westgate Avenue corridor.

Proposed Development

The applicant, Neighborlee Development, LLC, proposes a mixed-use, four-story building that will include 38 residential rental units, and 1,585 square feet of commercial retail space; the specific end-user has yet to be determined for these spaces. The residential component comprises 26 micro-units (240 square feet each), 10 studios (360 square feet each), and 2 one-bedroom apartments (538 square feet each). The developer proposes an on-site property manager for maintenance, parking enforcement, and trash removal. The project is anticipated to be completed by 2028.

The residential portion of the building is entirely elevated, with the ground floor dedicated to parking and commercial spaces. The ground floor will include two retail spaces, elevators and stairwells. Vehicular access to the property is proposed from the rear via Nokomis Avenue, as required by the WCRAO, to allow for building massing and presence along Westgate Avenue, prioritizing passer-by interest. Parking for the development is provided both on-site and via curbside spaces on Westgate Avenue, taking advantage of the newly constructed on-street parking provided by the Westgate Avenue streetscape project.

Summary of Petition

The applicant requests a recommendation of approval from the Westgate CRA for the following:

1. Official Zoning Map Amendment (“Rezoning”) from Residential High (RH) and Commercial Neighborhood (CN) to Commercial General (CG), or Commercial Neighborhood (CN) for site consistency;
2. PBC Board of County Commissioners (“BCC”) approval of an allocation of thirty-three (33) bonus density units from the WCRAO Density Bonus Program, representing a bonus density of 50 du/acre;
3. A concurrent Subdivision Variance for a reduction in the 80-foot minimum legal access requirements for a local commercial use; and,
4. An allocation of 281 daily trips and 21 pm peak-hour trips from the WCRA Transportation Concurrency Exception Area (TCEA) pool.

Staff recommend that the Board approve the following recommendations subject to conditions of approval:

1. Official Zoning Map Amendment (“Rezoning”) from Residential High (RH) and Commercial Neighborhood (CN) to Commercial General (CG), or Commercial Neighborhood (CN) for site consistency;
2. PBC Board of County Commissioners (“BCC”) approval of an allocation of thirty-three (33) bonus density units from the WCRAO Density Bonus Program, representing a bonus density of 50 du/acre;
3. A concurrent Subdivision Variance for a reduction in the 80-foot minimum legal access requirements for a local commercial use; and,
4. An allocation of 281 trips per day and 21 pm peak hour trips from the WCRA Transportation Concurrency Exception Area (TCEA) pool.

Proposed Conditions of Approval

To ensure compatibility with the CRA’s redevelopment goals and mitigate potential concerns related to density, and occupancy, staff recommends the following conditions of approval:

1. Allocation of bonus density is provisional depending upon compliance with Workforce Housing Program (WHP) rental rates by income category, and WCRAO WHP criteria for recommendation (40% low-income cap); and,
2. Architectural and Site Plan Review: The applicant must share updated architectural elevations and the final site plan with the CRA for review and input prior to final approval by the County. This ensures alignment with the character and redevelopment goals of the district.

In addition to the conditions, the applicant agrees to enter a “Good Neighbor” agreement with the CRA to ensure that property maintenance operate within proposed standards.

Board Members Comments:

Ms. Rufty – Curious is there any other area in Palm Beach County or any other areas that this has been considered, or has been done?

Mr. Miller – There are no micro units in Palm Beach County

Ms. Pennell, a micro-unit project has been proposed for Banyon Avenue in West Palm Beach. It has been approved but not built.

Ms. Rufty – I appreciate the concept. These are different and actual units, but I am concerned with the onsite management. It sounds great now, but what happens when the property is sold? I do not want to see that it becomes something less than what you are proposing.

Mr. Michel – Staff has some ideas to address that, but there was comment card regarding this item if we would like to hear her, I can respond to the maintenance after.

Ms. Rufty – Yes, we would like to hear from the community.

Ms. Sheppard – I am former employee at the WCRA. One of the concerns was the size of the micro unit. Mr. Miller mentioned this is affordable units for college students and graduates, but I do not see this is not enough room for entertaining anybody besides for one person. How can we know this is not a transit development and people stay there and provide that type of stability. Will the rent be raised? Who will be living there? Who will it be market to? I do not see any young graduates that are looking for anything smaller than an efficiency apartment. They want an all-inclusive unit. I would like to know about the developers’ experience of this type of development because Westgate is an area that would be family friendly and work living situation. We do not have enough business in the area to support people living in this type of project. This is the first project that will be coming on Westgate Avenue. In the past, the Board Members and staff were able to talk people out of building warehouses on Westgate Avenue. If we approve microunits, developers that would like to build workforce housing or nice market rate housing would consider building microunits instead. I would like to ask the Board to think about this project.

Mr. Michel – To address Ms. Rufty’s comments on the maintenance and what we can put in place if the property is sold. Staff is considering putting in place a good neighbor agreement with the developer, where maintenance and management terms will be outlined. We like the design but are concerned about the maintenance and management after it is built. We do not want the project to have a negative impact on Westgate Avenue. We can monitor the maintenance and management after it is built through the good neighbor agreement.

Ms. Rufty, my concern is who it will be marketed to. I could see it being marketed to college students. Is it going to be limited to how many people can live in the unit?

Mr. Miller—We spoke with the staff, and we discussed how many people can be in each unit. We would like to have personal service for the commercial units.

Ms. Rufty – Is this going to be 6-month or 12-month lease or month to month?

Mr. Miller – Most likely 12 months.

Ms. Haggerty – Will the good neighbor agreement be binding and be a part of the entitlement?

Mr. Michel, that has not been brought up to the county yet. Right now, we are discussing the agreement between the WCRA and the developer.

Ms. Haggerty – Has that type of agreement been done before?

Mr. Michel – The county has put conditions on projects before. They will decide on what conditions to put when they review the project.

Ms. Haggerty, I still have some concerns, but it is well put together. There are still pros and cons. The example that was given for this project is more for big city environments with that type of living space, but in Westgate, we do not have that type of environment. There are limited jobs in this area. Are there enough jobs to support all the people who would live in all these small units?

Mr. Miller, we think there are job opportunities on Okeechobee Blvd., and public transit is available for anybody who needs to work elsewhere.

Ms. Rufty, I came in with a negative attitude. After the presentation, I am more positive. I am leaning more toward staff recommendations.

It was moved by Ms. Rufty and seconded by Ms. Haggerty to accept staff recommendations to recommend the project for approval. The motion passed unanimously (4-0)

3. Authorization of Unified Land Development Code (ULDC) Amendment for Density Bonus Programs, Residential & Mixed-Use Parking, and redevelopment loading option

Mr. Michel and Ms. Pennell presented the item to the Board.

A ULDC amendment is being considered to:

1. Remove the number of 1300 Density Bonus Program units specified in the Code as available. Thi number of units allowed is dictated by the Comprehensive Plan and does not need to be in the ULDC. In the future, amendments to the bonus units will need to be made in the Comprehensive Plan only.
2. Reconfigure Density Bonus Pool Limits and WCRAO Density Bonus Pool Approval to eliminate the tables and better communicate the applicability of other density bonus programs.

This amendment does not have any substantial change. The table is changed from a list to a text format.

3. Revise and reorganize text in Table 3.B.14.H, WCRAO Density Bonus Pool Approval to clarify approval processes. This is not a substantive change.

4. Provide an administrative waiver mechanism to request relief from WCRAO parking standards for residential projects utilizing the WCRAO Density Bonus Program, and to facilitate mixed-use projects with shared parking. This proposed revision allows an applicant to request an administrative waiver to reduce parking by 15% for residential and mixed-use projects participating in the bonus density program.

5. Reconfigure WCRAO Table 3B.14.I. to allow 3-bedroom residential units to park at 1.75 spaces per unit, consistent with Art.6 multifamily parking requirements, and to reduce guest parking to 20% or 1 space per 5 units.

6. Delete "Redevelopment Loading Option."

These changes are supported by the goals and objectives of the CRA's Community Redevelopment Plan to encourage the redevelopment of existing sites and promote affordable and workforce housing.

Staff recommend that the Board authorize staff to process a ULDC amendment for the Bonus Density Program, parking, and the redevelopment loading option.

It was moved by Ms. Haggerty and seconded by Ms. Rufty to authorize staff to process a ULDC amendment for the Bonus Density Program, parking, and the redevelopment loading option. The motion passed unanimously (4-0)

4. Approval of Site Development Assistance Program (SDAP) Grant for 13 Single Family Homes on 3675, 3683, 3691, 3699, 3707, 3715, 3723, 3731, 3739, 3747, 3755, 3763, 3771 Saginaw Avenue

Mr. Michel presented the item to the Board.

The thirteen single family cottage homes are being developed by several small developers on Saginaw in South Westgate Estates in the Neighborhood Residential Medium Density (NRM) Sub-Area. According to the developers, the homes are designed with modern and efficient layouts, featuring 3 bedrooms and 2 bathrooms, with a total area of 1,117 square feet. They are built with concrete block structure (CBS) technology, they provide durability and protection against adverse weather conditions. Additionally, they are equipped with impact resistant

windows and come with contemporary finishes as standard, ensuring both comfort and style. The kitchens are fully equipped with stainless steel appliances, guaranteeing quality and long-term value for homeowners.

The SDAP funds will be used to pay for exterior improvements, such as the installation of paver driveways for durability and aesthetics, installation of native landscaping, including plants and trees like palm trees, and long-lasting water-resistant paint, lighting, and more durable storm drain.

The project budget and project progress pictures were included in the Board packet.

Address	Owner	Grant
3675 Saginaw Ave.	Glomar Housing LLC	\$5,000
2683 Saginaw Ave.	Global Legal Center USA LLC	\$5,000
3691 Saginaw Ave.	Caro Lopez LLC	\$5,000
3699 Saginaw Ave.	Caro Lopez LLC	\$5,000
3707 Saginaw Ave.	Marina Velez LLC	\$5,000
3715 Saginaw Ave.	Girca Properties LLC	\$5,000
3723 Saginaw Ave.	Giga G3LLC	\$5,000
3731 Saginaw Ave.	QR Housing LLC	\$5,000
3739 Saginaw Ave.	Aristi FL Management LLC	\$5,000
3747 Saginaw Ave.	Gomez Home LLC	\$5,000
3755 Saginaw Ave.	EAI Investments Capital LLC	\$5,000
3763 Saginaw Ave.	Elalgi Properties LLC	\$5,000
3771 Saginaw Ave.	Valencia Real LLC & AVS Investments LLC	\$5,000

The total among for all thirteen houses is \$65,000 per program guidelines from the CRA's Site Development Assistance Program (SDAP). The funds will be used to enhance the quality of the homes. The program allows \$5,000 per home.

The application meets the program eligibility guidelines. The SDAP is a reimbursement-based grant that provides funding after the project is completed and a certificate of occupancy is received. The developers are small business enterprises.

Staff recommend that the Board approve a \$5,000 grant for each application.

It was moved by Ms. Rufty and seconded by Ms. Wolliston to approve a \$5,000 grant for each application. The motion passed unanimously (4-0)

5. Approval of 2025 Monthly Board Meeting Dates

The board meeting will be held on the second Monday of every month except for October, when it can be moved to the first Monday due to a federal holiday.

Staff recommend that the Board approve the meeting dates as presented.

It was moved by Ms. Rufty and seconded by Ms. Wolliston to approve 2025 monthly board meeting dates. The motion passed unanimously (4-0)

VIII. STAFF REPORTS

Mr. Michel updated the Board that Ms. Bui is processing an application for a new Board Member.

Jetson Brown with our Westgate Community Garden presented to the Board updates on the garden how well the garden has been doing. Mr. Brown has requested for the garden to become a nonprofit to get more grants for the garden and asking guidance from WCRA Board and Staff. Westgate Community Garden has been approached by different entities offering grants. For example, the Cleveland Clinic has approached Westgate Community Garden to give funds to build infrastructure.

County Administrator Baker and BCC are holding a community meeting on February 20, 2025, at 6:00 p.m. about mini cottage homes for Westgate Avenue.

Leticia was hired as a new Planner 1.

Food Distribution is on February 11, 2025 feeding over 500 households.

Motown At The Park will be on February 14, 2025 from 5:00p.m. to 9:00p.m.

IX ATTORNEY'S REPORTS

Mr. Baird reported:

- To change the regular Board Meeting date and time, WCRA must change the bylaw. Special meetings can be held on different dates provided that the Board approved the dates and the meeting is properly posted.
- Mr. Baird reported that the Danza Group will close on the Westgate Avenue property during the third week of February.

X. BOARD MEMBER COMMENTS

XI. AJOURNMENT

It was moved by Ms. Rufty and seconded by Ms. Wolliston to adjourn the meeting. The meeting was adjourned at 6:57p.m.



Mai Bui

Administrative Assistant, Westgate CRA