

**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY P.M.**

**Special Meeting Tuesday, August 19, 2025 Board Meeting 7:30**

**1280 N. Congress Ave. Suite 215**

**West Palm Beach FL 33409**

**NOTE: Agenda Summary (Pages 3-6)  
Staff Report (Pages 7 - 13)**

- I. CALL TO ORDER / ROLL CALL**
- II. AGENDA APPROVAL**
  - 1. Additions, Deletions, and Substitutions to the Agenda**
  - 2. Adoption of Agenda**
- III. ADOPTION OF W/BH July 14, 2025 CRA MINUTES (Pages 14 - 19)**
- IV. PUBLIC COMMENTS**
- V. DISCLOSURES**
- Vi. CONSENT AGENDA**
  - 1. Approval of MUPD Development Amendment to Expand Charter School Use & Add Day Care Use on 1300-1310 Old Congress Avenue (Pages 20 – 52)**
- VII. REGULAR AGENDA**
  - 1. Adoption of Fiscal Year 2025-2025 Budget (Pages 53 - 57).**
  - 2. Approval of Auditors' Engagement Letter (Pages 58 - 66).**
  - 3. September Meeting Date's Change**
- VIII. REPORTS**
  - A. Staff Reports and Correspondence (Pages -)**
  - 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,
5. Marketing –
6. Community Affairs –
7. Special Events – Chair, Ms. Ruffy

## **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.**

4. Real Estate – Chair,
5. Marketing –
6. Community Affairs –
7. Special Events – Chair, Ms. Rufty

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**AGENDA ITEMS**  
**Westgate/Belvedere Homes CRA Board Meeting**  
**In Person and Via Zoom**  
**September 11, 2025**

**CONSENT AGENDA**

**1. Approval of MUPD Development Order Amendment to Expand Charter School Use & Add Dare Care Use on 1300-1310 Old Congress Avenue**

**A. Background and Summary:** The subject +/- 4.21-acre site is located on Old Congress Ave within the Congress Business Center planned development. The property currently supports 63,991sf within eight (8) buildings, including 1280 Old Congress Ave., home to the CRA's offices. The site has an MUPD zoning classification, and Future Land Use designation (FLU) of CH/8 (commercial high with an underlying residential land use of 8 du's/acre). To the north and east are mobile home parks, both zoned RM; Palm Beach Colony with an HR/8 FLU; to the south is the Hangar & Airfield Business Park, zoned MUPD with a CH/8 FLU, and to the west, the Kennel Club site, with the new 5-acre facility on the northern portion of the 47-acre site now zoned MUPD, and the proposed Phase 2 pod of the redevelopment site currently zoned RM, both with a CH/5 FLU.

The Building C of the MUPD at 1310 Old Congress Avenue is currently owned by GusRenny Financial Advisors; the contract purchaser is Connections High School & Vocational Center, which currently operates the charter school located at 1300 Old Congress Ave. The charter school use, originally approved in 2012, is proposed to expand into existing school office space in Building A, and, an adult day care use is proposed for existing professional office square footage in Building C. The new overall square footage of the charter school is now proposed at 23,028 sf, supporting 225 students. The square footage of the proposed adult day care is 4,650 sf supporting 75 new students who are graduating from the charter school program; this overall number of 300 remains under the originally approved student count. R-2012-067 limits the number of students for the Charter School to a maximum enrollment of 340 students.

The application requests BCC approval to amend the site plan to expand the current Charter School use into Building C of the MUPD, adding an Incidental Accessory Adult

Daycare use to serve the existing special needs charter school students who wish to remain part of the school community upon graduation.

Within the MUPD, professional office space remaining is proposed to be 27,588 sf. Office Warehouse square footage remains unchanged at 4,050 sf. No changes to the regulating plan are proposed. No new development, building expansion, or increase in square footage is proposed. The existing site layout, including parking, landscaping, and drainage, will remain unchanged. All proposed modifications are interior only; exterior building facades will not change.

The application also requests to amend a condition of approval related to the traffic and the allocation of trips from the Westgate TCEA pool since there is compliance:

#### USE LIMITATIONS

*1. Building permits for the Charter School expansion shall be issued prior to September 12, 2014. Failure to comply with this condition will result in the reallocation of the 737 trips per day, 241 AM peak hour trips, and 51 PM peak hour trips to revert back to the Westgate Transportation Concurrency Exception Area (TCEA) development pool subject to Art. 2.E Monitoring of the Unified Land Development Code (ULDC) as amended. (DATE: MONITORING - Zoning)*

A traffic study has been submitted with this request, reflecting a reduction in daily trips of 259, 54 am peak hour, and 28 pm peak hour trips, which CRA staff will re-allocate to the TCEA trip monitoring table. Since no changes to pervious or impervious areas are proposed, a Drainage Statement and Survey have not been included. Additionally, no new meters, or upsizing of existing utility services are required.

#### **Requests for CRA Board Recommendation**

To facilitate the expansion of the charter school, the agent for the applicant requests a recommendation of approval from the Westgate CRA for the following:

1. Board of County Commissioners (“BCC”) Approval of a Development Order Amendment to add new uses, reassign square footage, and reconfigure the site plan of a Multiple Use Planned Development; and,
2. To amend Conditions of Approval (R-2012-0607) Use Limitations.

- B. **Recommendation:** Staff supports a CRA Board recommendation of **approval** for the following:

1. Board of County Commissioners (“BCC”) Approval of a Development Order Amendment to add new uses and square footage, and reconfigure the site plan of a Multiple Use Planned Development; and,
2. To amend Conditions of Approval (R-2012-0607) Use Limitations.

## REGULAR AGENDA

### 1. Approval and Adoption of FY 2025-2026 Westgate CRA Budget

**A. Background and Summary:** This is the first reading of the Budget. The Budget includes five parts, the Redevelopment Trust Fund, the Capital Improvement Project, the Transportation Enhancement grants, the Debt Service Fund, and the Reserve Fund. 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 Tax Increment Financing (TIF) Trust fund is \$5,512,059. This part details the administrative and programmatic expenses. The preliminary tax roll value shows a 23% increase this year in TIF. The final tax is computed at the end of the year. The projected amount will change if the Board of County Commissioners were to reduce the millage rate.

The Capital Improvement Project portion provides funding from the trust fund and grants to complete infrastructure improvement projects and acquire properties for redevelopment. Grants and loans are included in this portion of the Budget. The Total amount projected for Capital Improvement is \$4,200,000. That amount includes funds for the improvement of Florida Mango and Donnell Roads.

The Transportation Enhancement part shows the grants received from the Transportation Planning Agency and the Department of Transportation. There won't be any active TPA funding for next year. The last open project is Cherry Road. It is being paid out of the current year's budget. Westgate Avenue and Seminole Boulevard were completed in 2025.

The Debt Service Fund shows how funds will be used to pay off debt.

**B. Recommendation:** This is the second reading of the budget. Staff recommend that the Board approve and adopt the FY 2025-2026 Budget.

**2. Approval of Ward & Company, P.A., Engagement Letter for FY 2024-2025 Audit Services.**

**A. Background and Summary:** The CRA is seeking the services of Ward & Company to audit the financial records of the CRA for fiscal year 2025. The auditors will be responsible to test the accounting records of the Westgate CRA and perform other procedures considered necessary to prepare a comprehensive report in accordance with the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. **It is estimated that a single audit will not be needed this year.** Ward and Company has submitted a proposal for the work. The company proposes completing the audit for an amount not to exceed \$29,000.

**B. Recommendation:** Staff recommends that the Board authorize staff to engage Ward and Company, P.A. to provide auditing services for fiscal year ending in September of 2025.

## BOARD MEETING

August 11, 2025

### Staff Update on In-House & Private Redevelopment Projects

#### Strategic Plan – Special District Goals & Performance Measures (STARTED)

CRA staff will retool a draft strategic plan for the implementation of the goals and objectives of the Redevelopment Plan, and will modify the document to reflect a new statutory requirement for special districts. FS 189.0694 now requires Florida special districts to establish “goals and objectives for each program or activity, as well as performance standards and measures to determine if goals and objectives are being achieved”. The first annual Goals & Performance Measures Report is due by December 1, 2025. 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.

#### Streetlights Initiative + Westgate Safety Plan (IN PROCESS)

Updates: Mobilization for the installation of the streetlights began in June 2025 following delays in permitting.

The requested funding for Westgate safety initiatives from the County’s legislative appropriation was not authorized. The CRA will renew the request next legislative season. Staff continues to address issues around safety utilizing the Agency’s budget. A draft Safety Plan is in process.

The requested funds from the County’s 2024 legislative appropriation have been reduced from \$750,000 to \$250,000; the allocation from the State budget awaits the Governor’s signature. CRA staff continues to develop a Safety Plan for the district. The 1<sup>st</sup> permit to install FPL streetlights has been issued; the 2<sup>nd</sup> permit is in process. Conservatively, staff anticipates that the streetlights will be installed within the next 6 months.

Background: Staff has requested the installation of 280+ new streetlights within the North and South Westgate Estates neighborhoods of the CRA district from FPL. The streetlights initiative is in the final stage of permitting. FPL resubmitted in January to respond to Land Development comments. To supplement this effort, Staff is working with County Administration to secure a legislative appropriation of \$750,000. This funding would also be used to leverage CRA TIF in the creation of a Westgate Safety Plan. Planning for the development of a Safety Plan is underway.

#### WCRAO – Comp Plan/ULDC Amendments (IN PROCESS)

Updates (ULDC): The Zoning Director is targeting the September 25<sup>th</sup> BCC hearing to request permission to advertise the WCRAO parking waiver and DBP revision. Zoning Commission is targeted for October 3<sup>rd</sup>, with BCC adoption on Oct. 23<sup>rd</sup>.

The Zoning Division is amending the ULDC on a priority scale, meaning when the revision is linked to an application it is more likely to move to an agenda. The language for the WCRAO parking waiver is complete, awaiting a project trigger. There is a related revision to the ULDC required with the change to the Density Bonus program.

Staff has withdrawn a request to amend the WCRAO Density Bonus Program workforce housing requirement to 20% across 4 income categories at 5% each, rather than across the 2 lower income categories at 10% each. Even though this would create better balance in the delivery of workforce and



market rate units, and the data indicates that there is a saturation of affordable housing in the area, Staff feels that there will not be support for this amendment from Administration or the BCC given the County's current focus on provision of affordable and workforce housing. A revision to add the ability to request a Type 1 administrative waiver reduction of up to 15% from WCRAO parking standards for residential and mixed-use projects is still underway, along with a concurrent ULDC revision related to the Comp Plan amendment.

Zoning Management has reviewed the amendment draft provided in October 2023, and has provided general direction to rework the document. A path has been provided to revise WCRAO parking provisions. Staff has been working with Schmidt Nichols on developing a parking code that would reduce the demand for residential by unit type.

Staff submitted an amendment draft to Zoning in early October 2023. Concurrently, Staff is exploring the concept of merging the WCRAO with the URAO toward a Redevelopment Code for the County.

Staff met with Vice-Mayor Weiss, assistant County administrators, and PZB staff on October 26<sup>th</sup> to discuss ways in which the WCRAO may be streamlined to be made more efficient and flexible to use, while remaining true to intent. A path forward includes a Comprehensive Plan amendment to be initiated early in the new year to better define policies for open space and land development, followed by amendments to the WCRAO/ULDC. Staff will also propose increases to the Density Bonus Program pool of units as well as explore options to add more daily and pm peak trips to the TCEA pool. Staff is re-tooling to address the Mayor's concerns.

Background: CRA staff submitted a request letter for amendments to the CRA's zoning overlay in early December 2021 with the optic of adoption by the BCC at the end of 2022. The Zoning Division is under new directorship, and the two-round policy for UDLC amendments is replaced by a prioritization scale. The CRA will work with County Code Revision staff and County departments to develop amendment language for Board review in the coming months. Staff will utilize one of its continuing planning consultants to assist.

Updates (Comp Plan): By mutual agreement, Planning and CRA staff agreed to postpone BCC initiation of the text amendment until the November 5<sup>th</sup> BCC hearing. Staff and Kimley-Horn are making progress on a traffic analysis that will support the density build out, and mitigation strategies that will alleviate County concerns. The original 3,000-unit request still holds. CRA Staff are working on a 'Westgate CRA Mobility Plan' draft framework.

Following the completion of a comprehensive traffic study by Kimley-Horn analyzing the impacts of an additional 3,000 units of density on local roadways and traffic, it was determined that further study is required that considers different scenarios for residential build out, and traffic mitigation measures. The item was postponed to August 2025 BCC transmittal. KH completed a less conservative traffic impact analysis in July that credits traffic from existing uses (33% reduction) and includes a credit for internal trip capture (10% reduction). Through this model no links fail in the future as a result of additional residential density, but to grow responsibly, the CRA needs to create a traffic mitigation program. The item is tentatively moving forward in August.

Staff presented the Comp Plan text amendment to the Planning Commission on January 10, 2025 – transmittal of the initiative to the BCC was recommended. During BCC agenda briefings, County Administration expressed concern about the impact of increased residential density on surrounding roadway infrastructure. The item was postponed until the May BCC transmittal to allow CRA Staff time to prepare a comprehensive traffic study.

### **Tentative Amendments Timeline**

<b>Comp Plan (25-A2) Density Bonus Pool</b>	Planning Commission Initiation – July 12, 2024	BCC Initiation Hearing – August 28, 2024	Staff reports – Dec. 2024	Planning Comm. Hearing – January 10, 2025	BCC Transmittal – Nov. 5, 2025 (TBD)	<b>BCC Adoption Hearing – 2026 (TBD)</b>
<b>ULDC WCRAO Parking Reduction + related Density Bonus Pool revisions</b>	BCC Request for Permission to Advertise – previously initiated	BCC Transmittal Hearing – August 28, 2024 – allows work on related Comp Plan revisions	BCC PTA – TBD – parking revision	Zoning Comm. – TBD – parking revision	<b>BCC Adoption Hearing – TBD</b>	

Staff is processing a Comprehensive Plan amendment to the text of the FLUE WCRAO sub-objective that would increase the number of units available in the Density Bonus Pool by 3,000 from 1,300 to 4,300. The amendment is triggered by redevelopment of the PBKC site which is anticipated to need at least 50% of the density bonus remaining in the program for their first phase of multifamily housing. An increase is necessary to support future redevelopment build out projections.

### **SFWMD Compensating Floodplain Storage Mitigation Bank (ONGOING)**

Updates: Staff is working with Reikenis & Associates, LLC Consulting Engineers to analyze the potential value of existing and future C-51 compensating flood plain storage credits that are banked with SFWMD. Quantifying and adding a valuation to the mitigation bank allows the CRA to better understand the dollar value of mitigation credits for redevelopment projects.

There remains approx. 13-acre feet available in various retention areas in the CRA district that could be added to the mitigation bank. CRA staff engaged Higgins Engineering to continue with this effort.

Higgins Engineering has advised that SFWMD has formally amended the original permit for the Westgate Central Lake. A total of 23-acre feet are assigned to the mitigation bank, lower than our original estimation. The Board allocated 8-acre feet to the Greene Apartments (now Brandon Estates), and 6-acre feet to the Autumn Ridge apartments. Only 9-acre feet remain in the mitigation bank.

On June 30<sup>th</sup> SFWMD formally established a compensating storage bank for C-51 basin, sub-basin 39. This bank only includes the Westgate Central Lake aka Dennis Koehler Preserve. Available compensating storage volume available from the bank will expire in 2043. The Autumn Ridge project will utilize 9 acre-feet of storage from the mitigation bank. Approx. 12 acre-feet will be remaining for future redevelopment projects. Staff is considering developing a program for accessing credits from the bank.

Background: The CRA is working with Higgins Engineering and SFWMD to formalize a storm water storage mitigation/redevelopment credit program using the Dennis Koehler Preserve retention lake for redevelopment projects within a certain basin or sub-basin. Higgins Engineering estimates that approximately 28-acre feet could be available to redevelopment projects to offset storage requirements. Some of those acre feet have already been pledged to the Greene Apartments and Autumn Ridge projects.

### **FY21 TCRPC Brownfields Site Assessment Grant (IN PROCESS)**

Updates: Additional testing is required by the DEP to determine extent of background contamination in order to confirm historical uses are not responsible for elevated levels, and no remediation is needed. TCRPC cannot provide additional funding. Staff will work with County DHED to assist.

Florida DEP has reviewed Stantec's ESA report and has provided comments; Stantec is preparing a response. If Stantec advises that additional testing is required by the State to determine the extent of contamination, and necessary clean-up, TCRPC has funding available to assist. The next step would be to determine the best path for remediation.

Cardno (now Stantec) has completed testing. Results indicate levels of contamination on site that are in excess of allowable State limits. Staff will be meeting with Stantec and TCRPC to discuss next steps.

Cardno has identified that contamination is most concentrated in the northeast corner of the Chickamauga site with no groundwater affected, however further assessment is warranted to determine the spread and depth of contamination in order to recommend the best path for remediation. Using a new round of funding through TCRPC, a specific assessment will be completed by Cardno. Next steps include: specific testing, a meeting with the DEP to understand the scope of clean up, and a determination of funding sources for excavation/clean up (TCRPC or PBC DHED).

Cardno has completed supplementary soils testing and is preparing a final report for CRA review and/or action. Results are targeted to be presented to the CRA Board at their September meeting. Testing indicates a high concentration of Benzo(a)pyrene (BaP) in the northwest corner of the property. Cardno will determine whether remedial action is warranted. Cardno conducted a Phase II assessment in early December. Findings indicate trace amounts of contamination (arsenic & BaP) in the soil; the groundwater is said to be clear. CRA Staff is pursuing a more thorough soils study through funding available through TCRPC prior to issuing an RFP. Phase I ESA findings indicate the need to conduct further assessment of the site to determine if historical adjacent uses have negatively impacted the site. The CRA was approved by the TCRPC for a Phase I Environmental Assessment on September 9, 2021. Brownfields environmental consultants Cardno, completed the Phase I assessment in mid-October 2021.

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 Chickamauga 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 Chickamauga 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 FY26.

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

Update: The Farm Manager is preparing an application for \$10,000 in funding from the annual PBC OCR Community Project grant program. The funding would assist the Farm with planning of fruit trees on CRA owned land on Oswego Ave.

CRA staff is planning for the construction of a permanent structure. Staff applied for a USDA Urban Agriculture grant in 21/22 to assist with the construction of the structure and to facilitate enhanced programming at the farm, but was not awarded the grant. CRA staff is looking at the viability of re-applying in another fiscal year.

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

#### **FY20 Cherry Road Pedestrian & Safety Improvements (CONSTRUCTION MOBILIZED)**

Updates: Rosso mobilized construction in March 2025. Sidewalks are progressing on south and north sides of road. The ILA between the CRA and the County has been approved by the BCC. An RFP has been issued to select the contractor. The contractor was in 2024 selected, and the BCC has approved the construction contract.

Design has been completed. Design engineers had identified field conditions that will make the installation of 10-12 ft. wide multi-purpose paths on the north side of Cherry Rd. impossible within the existing ROW. Several options have been discussed with PBC Engineering and the TPA, with the best option being reducing the multi-purpose paths to 8 ft. Engineering is awaiting approval from FDOT on the new cross section prior to design resuming.

PBC Engineering has expressed concerns regarding crosswalks on the approved cross section that requires resolution for the project to move forward on the TPA grant timeline.

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.

#### **FY18 – Westgate Avenue Corridor Complete Streets (CONSTRUCTION SUBSTANTIALLY COMPLETED)**

Updates: The project is not yet fully closed by County Engineering. CRA Staff are working on an RFQ for landscape maintenance with assistance from the Streetscape Division.

A Ribbon Cutting to celebrate the completion of the project took place on May 28, 2025. The County Deputy Administrator, BCC Commissioners Powell and Weiss, and representatives from FDOT, TPA, and Truist Bank were present. Project planning for the Westgate Avenue project we see today began in 2016 with a Florida DEO grant to prepare a Westgate Avenue Streetscape Plan, but the CRA has always envisioned a streetscape for Westgate Avenue through its Redevelopment Plan, and many conceptual designs over the years. The completion of the Westgate Avenue Streetscape is a major redevelopment milestone for the Agency, and the first of its kind in unincorporated PBC.

Construction of the streetscape project is substantially completed. Contractors are working on installing the remaining light fixtures, landscape re-install, and punch-list items. Once Rosso has fully closed-out construction on Westgate, they will move to begin construction on the Cherry Rd. A ribbon cutting is being planned by County Engineering for the Westgate project.

Construction on the Westgate Avenue project has moved to the south side; most driveways are completed. North side roadway milling to be completed by end October; sidewalks and landscaping by end of November. Milling on the south side and light fixture installation to occur in December. The project is projected to be completed by the beginning of the new year.

The Westgate Ave. streetscape is under construction, and ahead of schedule. Sidewalks, driveway connections, bollards, irrigation lines, and landscaping is in place on the north side of the corridor. Construction crews have moved to the south side, and are working on drainage.

Background: 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 Sept. 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.

**Private Redevelopment Projects:** Below is list of private development projects that are in the entitlements or the permitting process:

Projects	Address	Status
Palm Beach Marketplace MUPD Expansion	1960 Okeechobee Blvd.	<ul style="list-style-type: none"> <li>WCRA 4/14/25 Board Meeting – <b>BCC approval 7/25</b></li> <li>Adding 2.21 acres of land - rezoning, DOA, DRO approval for 14,521 sf of Type 1 restaurant use</li> </ul>
Mobil Gas Station	1755 N Congress Ave.	<ul style="list-style-type: none"> <li><b>Under Construction</b> – 800 sf car wash</li> </ul>
PBKC – 42-acre redevelopment site	1111 N Congress Ave.	<ul style="list-style-type: none"> <li><b>WCRA recommendation 3/10/25 – 9/25 ZC</b></li> <li>Rezoning to MUPD, PH1 405 units (325 DBP units)</li> </ul>
Neighborlee Living Micro-units/Mixed-use	2818 Westgate Ave.	<ul style="list-style-type: none"> <li>WCRA recommendation 2/10/25 – <b>8/25 ZC postponed</b></li> <li>Rezoning, BCC approval of 50 du/ac of WCRAO bonus density on .66 acres (33 DBP units) – 240 sf microunits</li> </ul>
Big Dreams Pre-School	1713 Quail Drive	<ul style="list-style-type: none"> <li>WCRA recommendation 2/18/25 – <b>August ZC</b></li> <li>Existing day care use—EAC to add seats for infant care</li> </ul>
Tallahassee MF	1302 Tallahassee Dr.	<ul style="list-style-type: none"> <li><b>WCRA recommendation 8/12/24 – DRO approval 7/25</b></li> <li>7-unit multifamily project</li> <li>WCRAO DBP units, Type 1 Waiver</li> </ul>
2944-2952 Westgate mixed use	2944-2952 Westgate Ave.	<ul style="list-style-type: none"> <li><b>In project planning phase</b></li> <li>2,300 sf prof. office w/ 4 units – DBP units</li> </ul>
PBKC – new relocated facility	1111 N. Congress Ave.	<ul style="list-style-type: none"> <li><b>BCC approval Dec. 2024</b></li> <li>WCRA recommendation 3/11/24 -- 60,286 sf facility + 4 level parking structure</li> <li>Rezoning, Class B Cond use (indoor entertainment), DRO for Type 2 restaurant, variances, waivers</li> </ul>
NorWest Pointe	Westgate at Tallahassee	<ul style="list-style-type: none"> <li><b>WCRA recommendation 8/12/24</b></li> <li>DRO approval for additional density for a 9-unit MF rental project, Type 1 Waiver (rezoning approved)</li> </ul>
Al Packer Fleet Services	1668 N Military Trail	<ul style="list-style-type: none"> <li><b>Approved</b> -- 5/8/23 CRA recommendation</li> <li>Rezoning to CG, BCC approval for heavy vehicle repair &amp; maintenance</li> </ul>
PBC Fire Station #24	Westgate at Seminole	<ul style="list-style-type: none"> <li><b>In permitting</b> – 3/13/23 CRA Board meeting, BCC in August</li> <li>Rezoning to PO approved, in site design phase</li> </ul>
Aero Village	1699-1705 N. Congress Ave	<ul style="list-style-type: none"> <li><b>Approved</b> – 1/9/23 CRA Board meeting</li> <li>4-stories, 38-unit market rate MF rental development</li> </ul>
Westgate Terrace (Danza Group)	2636 Westgate Ave.	<ul style="list-style-type: none"> <li><b>Project has zoning approvals!</b> – Danza Group is owner</li> <li>4 stories, 44 units – professional office/medical office</li> </ul>
The Hangar & Airfield Business Park	1050 N. Congress Ave. (former PBKC property)	<ul style="list-style-type: none"> <li><b>Under construction</b> – 2/14/22 CRA Board meeting</li> <li>60,000+ sf of privately owned warehouse units with collocated additional warehouse, vehicle sales/repair, community and assembly membership non-profit space</li> </ul>
EZ Express Carwash (Walmart MUPD)	1098 N. Military Trail	<ul style="list-style-type: none"> <li><b>New contract purchaser: Mavis Tires</b></li> <li>DRO approval in April for a 2,700-sf. automatic carwash</li> </ul>
Public Storage (Cherry Road Plaza MUPD)	Cherry Rd	<ul style="list-style-type: none"> <li><b>Under construction</b></li> <li>Approval for ABN, DOA, Variances, DRO approval for a 161,000 sf (phased) self-service storage facility</li> </ul>
Seven at Cherokee	Cherokee Ave.	<ul style="list-style-type: none"> <li><b>Under construction</b> – DRO approval in March 2023</li> <li>7 townhome-style multifamily units on .46 ac – utilizing CRA density bonus units</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 14, 2025**

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

Mr. Daniels, the Board Chair, called the meeting to order at 5:11 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  
Mai Bui, Redevelopment Specialist/Administrative Assistant  
Carmen Geraine, Bookkeeper  
Thomas J. Baird, Esq., General Counsel

**Absent:**

**Others Present:** Juan Groves, Jonathan Hopkins

**Zoom Attendees:** Hunter Holtz, Rafael Paz, Tyler Thorton

**II. AGENDA APPROVAL**

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

- **No Deletions, Substitutions to Agenda**
- **It was moved by Ms. Rufty and seconded by Ms. Wolliston to adopt the agenda as amended. Motion carried (4-0)**

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

- It was moved by Ms. Haggerty and seconded by Ms. Rufty to adopt June 09, 2025 minutes. Motion carried (4-0)

**IV. PUBLIC COMMENT**

- No Public Comment

**V. DISCLOSURES**

- No Disclosures

**VI. CONSENT AGENDA**

- No Consent Agenda

**VII. REGULAR AGENDA**

**1. Approval of Economic Incentive Term Sheet for Westgate Gardens LLC**

Mr. Michel with Jake Leone, Hunter Holtz, and Rafael Pax from Frisbie Group presented the item to the Board.

Westgate Gardens, LLC is a joint venture of the Frisbie Group and Terra. The corporation proposed to redevelop 42.05 acres of the 47-acre Palm Beach Kennel Club property, located at 1111 Congress Avenue at the corner of Congress and Belvedere Road, into a mixed-income mixed-use development divided into three phases.

The first phase will be on 16.05 acres at the northern end of the 42.05-acre site. It will consist of 405 residential units in several three-story apartment buildings. The design will follow a traditional garden-style apartment layout, where each building will face green spaces and landscaping, allowing residents to easily access the proposed green areas. Parking will be arranged on the perimeter of the site.

The development must designate 20% of the 405 units, 81 units, for workforce housing to meet the CRA's zoning overlay Density Bonus Pool requirements. The developers believe that the development will not be successful without financial contributions from the CRA because of the high land acquisition cost, construction cost, and financing cost. They argue that the workforce housing units will not generate enough revenues to produce the cash flow necessary to address debt and lender-required return on investment rate. To make the project feasible, the developers request a tax rebate of a portion of the TIF that the project will pay to the CRA.



It is estimated that Phase 1 will generate approximately \$847,600 in TIF annually beginning January 1, 2029.

The CRA's Zoning Overlay specifies that 20% of the workforce housing units must be set aside for households who make 60–80% of the Area Median Income and households who make 80-100% of the Area Median Income. These are the two lowest categories of the Workforce Housing Program. Families in those categories have lower incomes and qualify for lower rents.

The 20% Workforce Housing set aside will be rented below market rate, creating a gap in revenue needed to keep the development profitable to the degree required by lenders. The LLC is requesting a TIF rebate of the lesser amount between Six Hundred Thirty-Five Thousand Seven Hundred Sixty-Nine and 00/100 Dollars (\$635,769.00), adjusted annually by three percent (3%) after the first payment year (the "Baseline Payment"), and seventy-five percent (75%) of the Phase 1 Project's Incremental TIF, as collected by the CRA in accordance with the approved Economic Incentive Term Sheet Agreement.

TIF incentives are included in the CRA Redevelopment Plan. F.S. 163, the statute that governs community redevelopment agencies, supports contributions to affordable housing development. TIF rebate is a mechanism used by many Palm Beach County CRAs, such as West Palm Beach, Lake Worth Beach, and Boynton Beach, to support workforce housing development.

Staff analysis shows that the project needs a TIF rebate to be successful. Although the market rents in the Westgate area are rising, they are not at the level of other CRAs like West Palm Beach, Delray Beach, or Boynton Beach. The developers may not make enough profit on the market rate units to offset the lower rents of the workforce housing units.

The request is supported by a third-party independent contractor engaged by the Westgate CRA.

Staff recommend that the Board approve the attached Economic Incentive Term Sheet for a TIF Rebate for Westgate Gardens LLC.

**It was moved by Ms. Rufty and seconded by Ms. Haggerty to approve the attached Economic Incentive Term Sheet for a TIF Rebate for Westgate Gardens LLC. The motion passed unanimously (4-0)**

**2. Approval of Work Assignment for Engenuity Group for Engineering & Surveying Services for N. Florida Mango Rd. Feasibility Study**

Mr. Michel introduced the item to the Board.

The West side of Florida Mango Rd., from Belvedere Rd. to Okeechobee Blvd., does not have sidewalks. In addition, the adjacent neighborhood drains into a substandard ditch that is very

difficult to maintain. The ditch typically has high grass, retains water, and supports a large population of mosquitoes. Residents have complained about this issue for many years.

This work assignment is for Engenuity Group to survey and study the area to improve sidewalks and drainage on the west side of Florida Mango Rd.

Expected deliverables for surveying include spot elevation, topographic data, location of all structures, location of all utilities, directions of flow of sanitary sewers, elevation of water, tree location, and extent of watershed.

For engineering, the consultant will study culverting the existing ditch, improving sidewalks, determining water quality and conveyance, and installing streetlights. Final design or construction plans are not included in the work assignment.

Staff recommend that the Board approve a work assignment for Engenuity Group for the Florida Mango area feasibility study not to exceed \$51,685.00.

**It was moved by Ms. Haggerty and seconded by Ms. Rufty to approve a work assignment for Engenuity Group for the Florida Mango area feasibility study not to exceed \$51,685.00. The motion passed unanimously (4-0)**

**3. Approval of Work Assignment for Engenuity Group for Engineering & Surveying Services for Culverting the L2-B Canal from Congress Ave. to Australian Ave.**

Mr. Michel introduced the item to the Board.

Implementation of planned developments on Congress Avenue will likely include additional traffic going west toward I-95 and downtown West Palm Beach, further congesting Okeechobee Blvd and Belvedere Rd. If it is possible to connect Congress Avenue to Florida Mango and Australian Avenue, that will relieve traffic for both Okeechobee Blvd and Belvedere Road.

This work assignment is for Engenuity Group to survey and study the public right of way occupied by the L-2B Canal for a possible collector road that will run eastward toward Australian Avenue.

Expected survey deliverables include spot elevations, topographic data, locations of all structures, curbs and gutters, manholes, bridges, utilities, flow directions of sanitary sewers, water elevation, tree locations, and watershed extent.

For engineering, the consultant will study culverting the existing canal, calculate drainage, research existing utilities, and assess water quality and conveyance. Final design or construction plans are not included in the scope of work.

Staff recommend that the Board approve a work assignment for Engenuity Group for the L-2B Canal area feasibility study not to exceed \$46,084.00.

**It was moved by Ms. Rufty and seconded by Ms. Wolliston to approve a work assignment for Engenuity Group for the L-2B Canal area feasibility study not to exceed \$46,084.00. The motion passed unanimously (4-0)**

**4. Approval of Work Assignment for Engenuity Group for Engineering & Surveying Services for Donnell Rd.**

Mr. Michel introduced the item to the Board.

Donnell Rd is a substandard roadway and does not have sanitary sewer or potable water. This work assignment is for Engenuity Group to survey and study the feasibility of installing sanitary sewer and potable water and the feasibility of widening the road.

Expected survey deliverables include spot elevations, topographic data, locations of all structures, curbs and gutters, buried tanks, septic fields, manholes, bridges, utilities, flow directions of sanitary sewers, water elevation, tree locations, and watershed extent.

For engineering, the consultant will study the installation of a new sanitary sewer extension, verify existing water mains, assess the possibility of widening the roadway, calculate drainage, research existing utilities, and evaluate water quality and conveyance. Final design or construction plans are not included in the scope of work.

Staff recommend that the Board approve a work assignment for Engenuity Group for the Donnell Road area feasibility study not to exceed \$31,555.00.

**It was moved by Ms. Haggerty and seconded by Ms. Wolliston to approve a work assignment for Engenuity Group for the Donnell Road area feasibility study not to exceed \$31,555.00. The motion passed unanimously (4-0)**

**5. Consideration of FY 2025-2026 Budget**

This is the first reading of the Budget. The Budget includes five parts, the Redevelopment Trust Fund, the Capital Improvement Project, the Transportation Enhancement grants, the Debt Service Fund, and the Reserve Fund. 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 Tax Increment Financing (TIF) Trust fund is \$5,512,059. This part details the administrative and programmatic expenses. The preliminary tax roll value shows a

23% increase this year in TIF. The final tax is computed at the end of the year. The projected amount will change if the Board of County Commissioners were to reduce the millage rate.

The Capital Improvement Project portion provides funding from the trust fund and grants to complete infrastructure improvement projects and acquire properties for redevelopment. Grants and loans are included in this portion of the Budget. The Total amount projected for Capital Improvement is \$4,200,000. That amount is budgeted to for Florida Mango and Donnell Roads improvement.

The Transportation Enhancement part shows the grants received from the Transportation Planning Agency and the Department of Transportation. There won't be any active TPA funding for next year. The last open project is Cherry Road. It is being paid out of the current year's budget. Westgate Avenue and Seminole Boulevard were completed in 2025.

The Debt Service Fund shows how funds will be used to pay off debt.

This is the first reading of the budget. Staff are only seeking input. A final budget will be presented at next month's meeting. It will include considerations and input from the July Board meeting, as well as updated TIF projections based on the millage rate set by the BCC.

#### **VIII. STAFF REPORTS**

Cherry Road is under construction. The South side is finished and is currently working on the North side. Seminole Blvd is finished.

Food Distribution was on 07/08/2025.

Backpacking At The Park is on Friday, 08/08/2025 from 5:00p.m. to 9:00p.m.

#### **IX ATTORNEY'S REPORTS**

#### **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 6:20p.m.**

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

Redevelopment Specialist/Administrative Assistant

Westgate CRA Board Meeting  
March 10, 2025

**CONSENT AGENDA  
ITEM SUMMARY**

Connections High School & Vocational Center  
1300-1310 Old Congress Avenue

WCRA Recommendation

MUPD Development Order Amendment to Expand Charter School Use & Add Day Care Use

DOA-2025-00744



**Location Map – affected parcels in shaded**

**Application Summary**

The subject +/- 4.21-acre site is located on Old Congress Ave within the Congress Business Center planned development. The property currently supports 63,991sf within eight (8) buildings, including 1280 Old Congress Ave., home to the CRA's offices. The site has an MUPD



Within the MUPD, professional office space remaining is proposed to be 27,588 sf. Office Warehouse square footage remains unchanged at 4,050 sf. No changes to the regulating plan are proposed. No new development, building expansion, or increase in square footage is proposed. The existing site layout, including parking, landscaping, and drainage, will remain unchanged. All proposed modifications are interior only; exterior building facades will not change.

The application also requests to amend a condition of approval related to the traffic and the allocation of trips from the Westgate TCEA pool since there is compliance:

#### USE LIMITATIONS

*1. Building permits for the Charter School expansion shall be issued prior to September 12, 2014. Failure to comply with this condition will result in the reallocation of the 737 trips per day, 241 AM peak hour trips, and 51 PM peak hour trips to revert back to the Westgate Transportation Concurrency Exception Area (TCEA) development pool subject to Art. 2.E Monitoring of the Unified Land Development Code (ULDC) as amended. (DATE: MONITORING - Zoning)*

A traffic study has been submitted with this request, reflecting a reduction in daily trips of 259, 54 am peak hour, and 28 pm peak hour trips, which CRA staff will re-allocate to the TCEA trip monitoring table. Since no changes to pervious or impervious areas are proposed, a Drainage Statement and Survey have not been included. Additionally, no new meters, or upsizing of existing utility services are required.

#### **Requests for CRA Board Recommendation**

To facilitate the expansion of the charter school, the agent for the applicant requests a recommendation of approval from the Westgate CRA for the following:

1. Board of County Commissioners (“BCC”) Approval of a Development Order Amendment to add new uses, reassign square footage, and reconfigure the site plan of a Multiple Use Planned Development; and,
2. To amend Conditions of Approval (R-2012-0607) Use Limitations.

#### **Staff Analysis**

School and Daycare Uses are not identified in the WCRAO Use Regulations table, so standards and provisions revert to the UDLC. The development is existing, and no new construction or physical building expansion is planned as a part of the request, muting WCRAO PDRs. Parking requirements for the use also revert to Art. 6 of the ULDC. 158 parking spaces are required; 225 are provided for all collocated uses within the business park.

A development order granted by the BCC must be modified by the same approving body so the application is seeking BCC approval. The application is compatible with the standards for Conditional Uses, Requested Uses, and Development Order Amendments outlined in Art. 2: consistency with the Comp Plan, the Code, compatibility with surrounding uses, design, development patterns, and adequate public facilities. There no new drainage impacts since no new building square footage is being added.

### **Staff Recommendation**

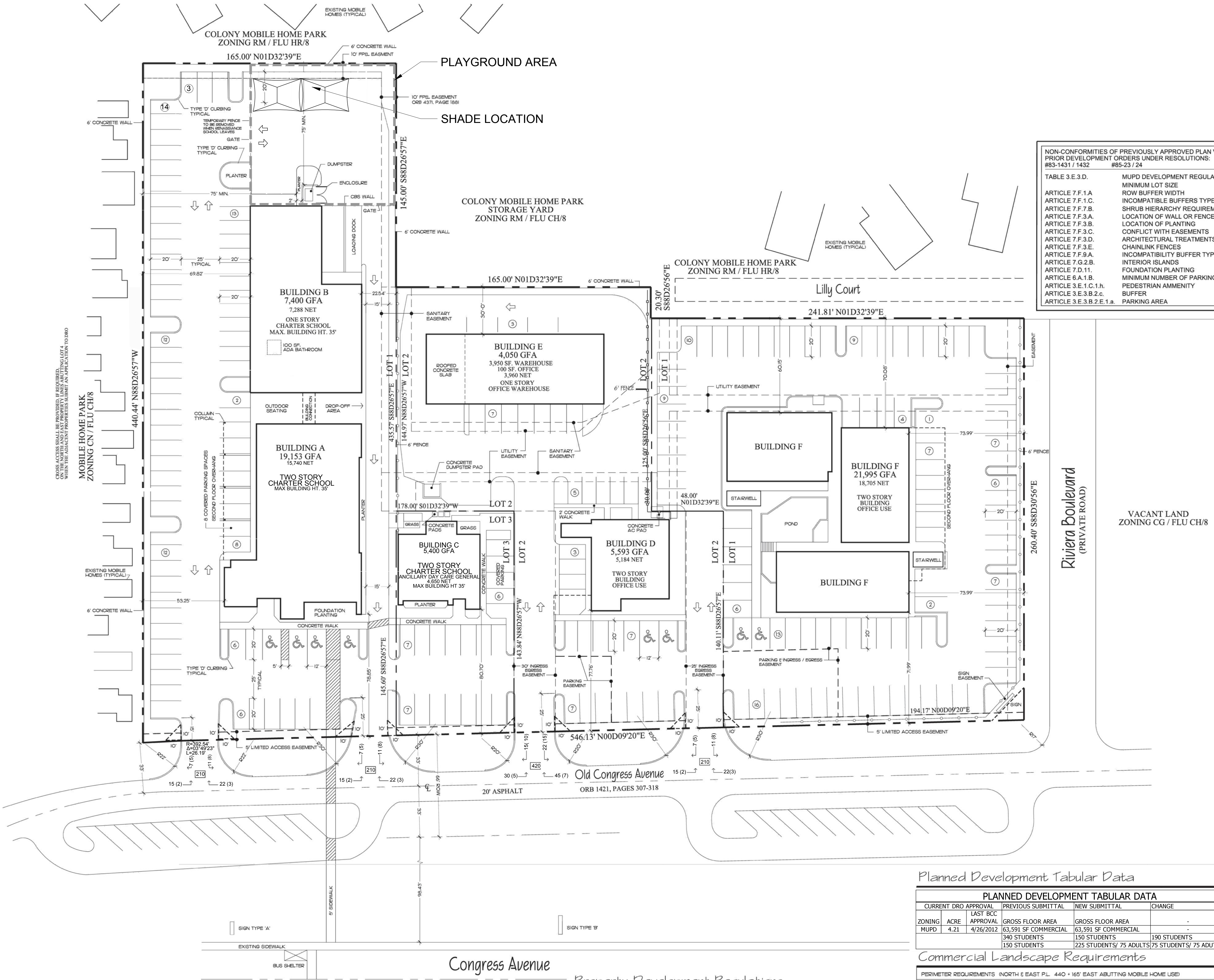
Although the conversion of 4,550 sf of professional office square footage in Building C to not-for-profit institutional means this number falls from the tax rolls, through the expansion, Connections School is fulfilling a growing, local need for young adults with autism who are aging out of the school system.

*‘Connections is a 501(c)(3) nonprofit educational facility serving individuals on the autism spectrum and those with related disabilities. The school provides tailored programs for students ages 3–22. As a natural extension of this mission, the Connections Adult Program (C.A.P.) serves graduates over the age of 22 who are unable to maintain full-time employment. The C.A.P. is incidental and accessory to the principal school use and supports lifelong learning, daily living skills, and vocational development. It remains secondary in intensity and scope and is designed to complement—not compete with—the school’s primary educational function.’*

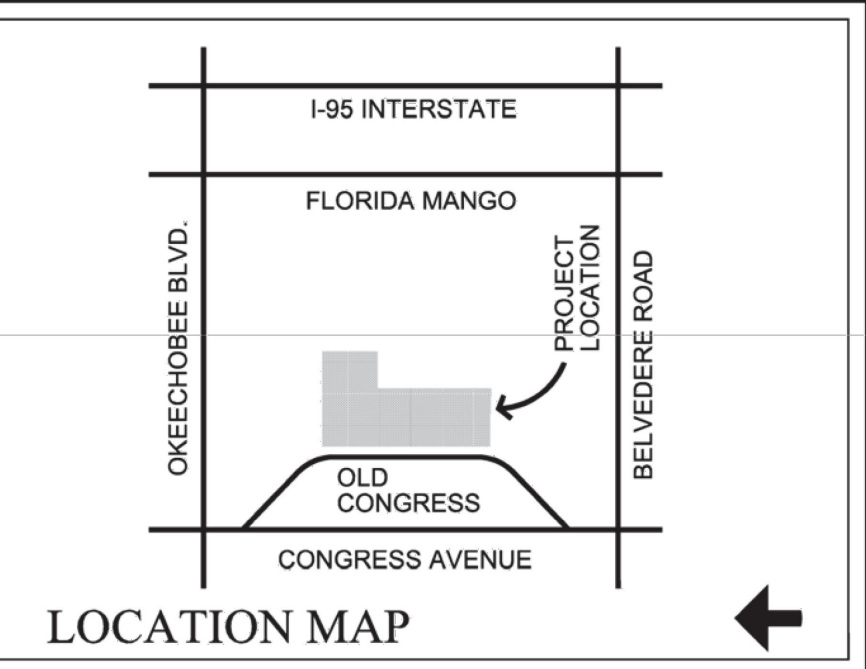
Staff supports a CRA Board recommendation of **approval** for the following:

1. Board of County Commissioners (“BCC”) Approval of a Development Order Amendment to add new uses and square footage, and reconfigure the site plan of a Multiple Use Planned Development; and,
2. To amend Conditions of Approval (R-2012-0607) Use Limitations.





NON-CONFORMITIES OF PREVIOUSLY APPROVED PLAN VESTED BY PRIOR DEVELOPMENT ORDERS UNDER RESOLUTIONS: #83-1431 / 1432      #85-23 / 24			
TABLE 3.E.3.D.	MUPD DEVELOPMENT REGULATIONS		
ARTICLE 7.F.1.A	MINIMUM LOT SIZE		
ARTICLE 7.F.1.C	ROW BUFFER WIDTH		
ARTICLE 7.F.7.B	INCOMPATIBLE BUFFERS TYPE 2		
ARTICLE 7.F.3.A	SHRUB HIERARCHY REQUIREMENTS		
ARTICLE 7.F.3.B	LOCATION OF WALL OR FENCE		
ARTICLE 7.F.3.C	LOCATION OF PLANTING		
ARTICLE 7.F.3.D	CONFLICT WITH EASEMENTS		
ARTICLE 7.F.3.E	ARCHITECTURAL TREATMENTS		
ARTICLE 7.F.9.A	CHAINLINK FENCES		
ARTICLE 7.G.2.B	INCOMPATIBILITY BUFFER TYPE 2		
ARTICLE 7.D.11	INTERIOR ISLANDS		
ARTICLE 6.A.1.B	FOUNDATION PLANTING		
ARTICLE 3.E.1.C.1.h	MINIMUM NUMBER OF PARKING SPACES		
ARTICLE 3.E.3.B.2.c	PEDESTRIAN AMMENITY		
ARTICLE 3.E.3.B.2.e.1.a	BUFFER		
	PARKING AREA		



SITE DATA	
APPLICATION NAME	CONGRESS BUSINESS PARK
APPLICATION NUMBER	FKA THE OFFICE PARK
CONTROL NUMBER	DOA-2025-00744
LAST BCC APPROVAL	83-00118 (A)
LAST RESOLUTION NUMBER	4/26/2012
	R-2012-606
	R-2012-607
TIER	URBAN/SUBURBAN
EXISTING LAND USE	CH/8
PROPOSED LAND USE	CH/8
EXISTING ZONING	MUPD
OVERLAY DISTRICT	URA/WCRAO/UG SUB AREA
SECTION/TOWNSHIP/RANGE	29/43/43
PROPERTY CONTROL NUMBERS	00-43-43-29-20-000-0010
	00-43-43-29-20-000-0020
	00-43-43-29-20-000-0030
	00-43-43-29-20-000-0040
EXISTING/APPROVED/PROPOSED USES	INSTITUTIONAL, PUBLIC, & CIVIL
GROSS SITE AREA	4.21 ACRES
FAR	0.35
CONCURRENCY:	
PROFESSIONAL OFFICE	27,588 SF
CHARTER SCHOOL	(225 STUDENTS) 23,028 SF
ANCILLARY DAYCARE (GENERAL)	(75 ADULTS) 4,650 SF
OFFICE WAREHOUSE COMBINATION	4,050 SF

REQUIRED PARKING		158
23,889 SF NET OFFICE (1 PER 250)		96 SPACES
3,960 SF NET WAREHOUSE (1 PER 1,000)		4 SPACES
23,028 SF CHARTER SCHOOL (1 PER EMPLOYEE)		38 SPACES
1 VISITOR SPACE PER 50 STUDENTS (225)		5 SPACES
4,650 SF NET ANCILLARY DAYCARE GENERAL (1 PER 5)		15 SPACES
*DROP OFF ROUTE PROVIDED FOR CHARTER SCHOOL/ADULT DAYCARE		
PROPOSED PARKING		225
REQUIRED ACCESSIBLE PARKING		7
PROPOSED ACCESSIBLE PARKING		8
REQUIRED LOADING		1
PROPOSED LOADING		1
MAX BUILDING HEIGHT		35'
TAZ		215
TOTAL BUILDING AREA		63,591 SF
BUILDING A CHARTER SCHOOL	(15,740 NET) 19,153 GFA	
BUILDING B CHARTER SCHOOL	(7,288 NET) 7,400 GFA	
BUILDING C ANCILLARY DAYCARE GENERAL	(4,650 NET) 5,400 GFA	
BUILDING D OFFICE	(5,184 NET) 5,593 GFA	
BUILDING E OFFICE WAREHOUSE COMBINATION	(3,960 NET) 4,050 GFA	
BUILDING F OFFICE	(18,705 NET) 21,995 GFA	
NOTE:		
1. ALL SITE DATA, SQUARE FOOTAGES, AND SITE INFORMATION TAKEN FROM APPROVED SITE PLAN FOR PETITION 83-118A EXHIBIT #40 CERTIFIED ON 07/11/01 BY PALM BEACH COUNTY		
2. 11TH & 12TH GRADE STUDENTS AT CONNECTIONS EDUCATION CENTER ARE UNABLE TO DRIVE, THEREFORE, ARE NOT BEING COUNTED TOWARDS CURRENT PARKING CALCULATIONS.		
3. EXCEPTIONAL STUDENT EDUCATION CENTER, PARKING REQUIREMENTS FOR THE 11TH & 12TH GRADE STUDENTS SHALL BE RECALCULATED SHOULD THE CURRENT ESE CENTER SCHOOL (CONNECTIONS EDUCATION CENTER) VACATE BUILDINGS A, B, & C.		

AMENDMENT

ZONING

Planned Development Tabular Data

PLANNED DEVELOPMENT TABULAR DATA			
CURRENT DRO APPROVAL	PREVIOUS SUBMITTAL	NEW SUBMITTAL	CHANGE
ZONING	LAST BCC APPROVAL	GROSS FLOOR AREA	GROSS FLOOR AREA
MUPD	4/26/2012	63,591 SF COMMERCIAL	63,591 SF COMMERCIAL
		340 STUDENTS	150 STUDENTS
		150 STUDENTS	225 STUDENT/ 75 ADULTS/ 75 STUDENTS/ 75 ADULTS

Commercial Landscape Requirements

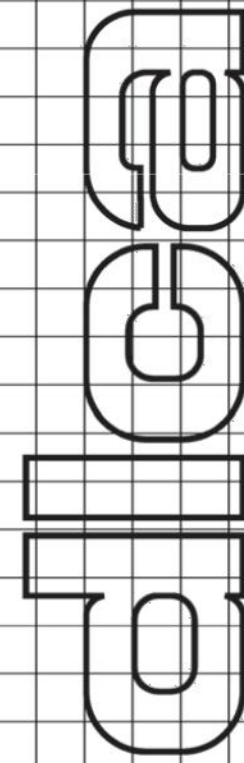
PERIMETER REQUIREMENTS (NORTH & EAST PL. 440' x 165' EAST ABUTTING MOBILE HOME USED)			
CATEGORY	CODE / CONDITION REQUIREMENT	REQUIRED	PROVIDED
TREES	1 PER 20' FT. - 12' HT.	30 TREES	30 TREES
TREES	1 PER 30' FT. - 12' HT.	9 TREES	9 TREES
SHRUBS	24' HT. - 1 PER 2' FT.	302 SHRUBS	302 SHRUBS

NOTE:  
\* ALL SITE DATA, SQUARE FOOTAGES, AND ALL SITE INFORMATION TAKEN FROM APPROVED SITE PLAN FOR PETITION 83-118A EXHIBIT #40 CERTIFIED ON 07/11/01 BY PALM BEACH COUNTY.

Property Development Regulations

ZONING DISTRICT OR POO	MINIMUM LOT DIMENSIONS			G.F.A.	MAX FAR	MAX BLDG. COVER	WCRA SETBACKS FOR UG SUB AREA			
	SIZE	WIDTH	DEPTH				FRONT	SIDE	SIDE ST	REAR
REQUIRED	5 AC.	100'	100'	63,591 SF.	.50	40%	10'	15'	0'	25'
PROPOSED	4.2 AC.	546'	440'	63,591 SF.	.35	24 %	70'	22.5'	70'	30'

PALM BEACH KENNEL CLUB  
ZONING CG/SE FLU CH/5

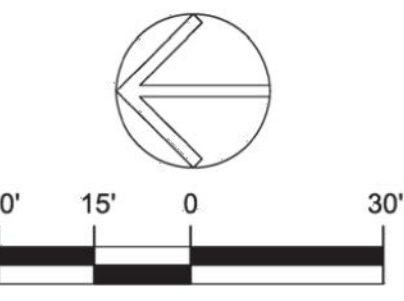


CONGRESS BUSINESS CENTER  
MUPD  
PRELIMINARY SITE PLAN

Revisions:

09/19/2011  
11/01/2011  
11/02/2011  
12/16/2011  
05/11/2012  
06/18/2012  
06-26-2024  
07-17-2024  
08-21-2024  
09-11-2024  
03-14-2025  
05-21-2025  
07-21-2025

North Arrow





Date: 4/25/2025

To: Whom It May Concern

RE: Connections Adult Program - Vision

At Connections we believe in the power of education, community, and innovation to enhance quality of life for individuals with autism and their families. The Connections Adult Program plays a critical role in the continuum of services for students who graduate but are unable to maintain full-time employment. Few programs exist that meet the unique needs of this specialized population. Without the support of the Connections Adult Program, many of these adults would remain at home with no access to ongoing educational or vocational opportunities.

Connections is a 501(c)(3) nonprofit educational facility that provides quality programs for students who are on the Autism Spectrum or have related disabilities. Connections Education Center and Connections High School & Vocational Program serve students ages 3-22. As a natural extension of this mission, the Connections Adult Program (C.A.P.) operates as an incidental and accessory component to the principal school use. The program is intended to only serve graduates of the Connections school programs. The Connections Adult Program (C.A.P.) is a dynamic and innovative program for adults with special needs over the age of 22.

Connections Adult Program (C.A.P.) is a dynamic and innovative program for adults with special needs. Building confidence, self-knowledge, independence and fundamental skills are key to ensure advancement in vocational competency. C.A.P. provides the basis for success in our adults' everyday lives and meaningful inclusion in the community. The Connections Adult Program remains incidental relative to the principal school use and is designed to complement—not compete with—the primary educational mission of the campus.

- ◆ Focuses on: Daily Living Skills, Community Experiences, Independent Functioning Skills, and Social Skills
- ◆ Lifelong Learning: Goal Setting, Banking, Food Prep, Health and Wellness

Sincerely,  
Jason Portman  
Connections  
Director of Operations

561.328.6044 • [www.connectedpb.com](http://www.connectedpb.com)



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

## 2025 GENERAL APPLICATION - INSTRUCTIONS

All Zoning applications require submittal of this General Application and must be preceded with a Pre-Application Review (PAR) with issuance of a Referral Number and invoice for online submittal. Part 2 is not required for not required for Unity of Title or Release, Unity of Control or Release, Temporary Use, Temporary Sign, Reasonable Accommodation, or Special Permit. The Part 2 table below can be deleted for those applications. For Confirmation of Community Residence, use Form 132 in lieu of this General Application form. Email questions and request for Word version of this form to [PZB-ZoningIntake@pbc.gov](mailto:PZB-ZoningIntake@pbc.gov). See [GeoNav](#) for yellow items.

Part 1 – General Information			
<b>Application Name</b>	Congress Business Center MUPD	<b>Date</b>	5/21/2025
<b>Control No./Name</b>	Congress Business Park	<b>Control Acres</b>	4.21
<b>Address or Location</b>	Old Congress Ave., .35 Miles N. of Belvedere Rd.		
<b>PCNs</b>	00434329200000040, 00434329200000030, 00434329200000020, 00434329200000010		
<b>Owner Name</b>	BUILDING HOPE CONGRESS AVENUE LLC, FALCON ENDEAVORS INC., GR INVESTMENT GROUP LLC, J E CROMPTON LLC, CONGRESS CORPORATE CENTER LLC		
<b>Agent/Applicant</b>	Cotleur & Hearing/ Connections High School & Vocational Center, Inc.		
<b>Email</b>	Sstevens@cotleur-hearing.com	<b>Phone</b>	561-406-1032
A. Request Summary			
<b>Application Summary</b>	<i>The applicant seeks to amend the site plan to expand the charter school use into Building C as ancillary adult day care space. The office space within building A has been removed as it is part of the Charter School use. The adult day care use is incidental and limited to the students enrolled within the charter school. No changes to building SF or Site plan layout are proposed.</i>		
<b>Zoning Requests</b>	DOA to expand the Charter School use/Ancillary Adult Daycare into Building C.		
B. Subject Site Data			
<b>Existing Uses</b>	Charter School, Office Space, Warehouse		
<b>Future Land Use</b>	Ch/8- No change		
<b>Zoning</b>	MUPD- No change		
<b>Overlay*</b>	WCRAO, URA		
<b>Acres – with additions/deletions</b>	4.2- No change		
<b>Access</b>	Old Congress Ave- No change		
<b>Development Order</b>	R-83-1431, R-83-1432, R-2012-0606, R-2012-0607, R-85-0023		
<b>Code Violation</b>	N/A		
<b>Building Permits</b>	N/A		

Part 2 – Detailed Information	
A. Prior and Concurrent Applications	
WHP/TDR	N/A
FLUA Amendment	N/A
Monitoring	N/A
Resolution & Conditions of Approval	R-83-1431, R-83-1432, R-2012-0606, R-2012-0607, R-85-0023
B. Concurrency Determination Data	
Non-Residential Intensity	Professional Office- 27,588 SF Charter School- 23,028 SF (225 Students) Ancillary Adult Day Care- 4,650 SF(75 Adults) Warehouse Office- 4,050 SF
Residential Density Units	N/A
Residents/Beds	N/A
Water	Site is connected water.
Sewer	Site is connected to sewer.
Health Dept. Uses	Accessory Adult Daycare General use incidental to charter school.
Health Dept. Hazardous Material	<ul style="list-style-type: none"> <li>N/A</li> </ul>
C. Environmental Determination Data	
ERM Regulations	<ul style="list-style-type: none"> <li>N/A</li> </ul>
ERM Review of Native Vegetation	No Native Vegetation.

Part 3. Applicant Data	
A. Agent Information	
Identify the information for the agent processing the application. This will be the primary contact for the Division.	
Name(s)	Summer Stevens
Company Name	Cotleur & Hearing
Address	1934 Commerce Lane, Suite 1
City, State, Zip	Jupiter, FL
Phone / Fax Number	561-406-1032
Email Address	Sstevens@cotleur-hearing.com
B. Applicant Information	
Identify the information for each Property Owner and Contract Purchaser. Duplicate table as needed.	
Each Owner and each Applicant / Contract Purchaser must submit Attachment C & Attachment E.	

<b>Name</b>	Jason Portman, Director
<b>Company Name</b>	Connections High School & Vocational Center, Inc.
<b>Address</b>	1300 OLD CONGRESS AVE
<b>City, State, Zip</b>	WPB, FL 33409
<b>Phone / Fax Number</b>	561-345-1832
<b>Email Address</b>	jportman@connectedpb.com
<b>Interest</b>	<i>Contract Purchaser</i>
<b>Name</b>	<i>Gustav Renny</i>
<b>Company Name</b>	<i>GR INVESTMENT GROUP LLC</i>
<b>Address</b>	<i>1300 OLD CONGRESS AVE</i>
<b>City, State, Zip</b>	<i>WPB, FL 33409</i>
<b>Phone / Fax Number</b>	-
<b>Email Address</b>	-
<b>Interest</b>	<i>Owner</i>
<b>Name</b>	Lance Helming, CFO
<b>Company Name</b>	BUILDING HOPE CONGRESS AVENUE LLC
<b>Address</b>	1310 OLD CONGRESS AVE
<b>City, State, Zip</b>	WPB, FL 33409
<b>Phone / Fax Number</b>	561-345-1832
<b>Email Address</b>	jportman@connectedpb.com
<b>Interest</b>	<i>Owner</i>
<b>Name</b>	<i>Johnathon Crompton</i>
<b>Company Name</b>	<i>J E CROMPTON LLC</i>
<b>Address</b>	<i>1290 OLD CONGRESS AVE</i>
<b>City, State, Zip</b>	<i>WPB, FL 33409</i>
<b>Phone / Fax Number</b>	-
<b>Email Address</b>	-
<b>Interest</b>	Owner
<b>Name</b>	Allen Chelminsky
<b>Company Name</b>	CONGRESS CORPORATE CENTER LLC
<b>Address</b>	1280 OLD CONGRESS AVE

<b>City, State, Zip</b>	WPB, FL 33409
<b>Phone / Fax Number</b>	-
<b>Email Address</b>	-
<b>Interest</b>	Owner
<b>Name</b>	Gustav Renny
<b>Company Name</b>	FALCON ENDEAVORS INC
<b>Address</b>	1300 Congress Ave.
<b>City, State, Zip</b>	West Palm Beach, FL, 33409
<b>Phone / Fax Number</b>	-
<b>Email Address</b>	-
<b>Interest</b>	Owner

**Note:** 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>

Congress Business Center MUPD  
Development Order Amendment  
DOA-2025-00744

**JUSTIFICATION STATEMENT**

~~May 21, 2025~~  
Revised July 28, 2025

**REQUEST**

On behalf of the applicant, Connections High School and Vocational Center, Inc. as contract purchaser, as well as the owners, Falcon Endeavors Inc. and GR Investment Group, LLC, Cotleur & Hearing requests a Development Order Amendment (DOA) for site plan modification to extend the Charter School use into the existing square footage within Building C, as well as replace the second floor office space within Building A with Charter School space, as this office space is dedicated to the charter school. Daycare General for Adults is proposed as accessory to the charter school use within the MUPD. No external site improvements or changes to the overall site layout, access, or circulation are proposed as part of this request.

**LOCATION**

The 4.21-acre site is located on the east side of Old Congress Avenue, approximately 0.25 miles north of Belvedere Road in West Palm Beach, Florida. The site address is 1300 Old Congress Avenue and is identified by the following Property Control Numbers (PCNs):

PCN:

00-43-43-29-20-000-0010

00-43-43-29-20-000-0020

00-43-43-29-20-000-0030

00-43-43-29-20-000-0040

The site currently has a CH/8 future land use designation and is within the MUPD zoning district located East of Old Congress Avenue, just North of Belvedere Road in West Palm Beach, FL. Connections High School and Vocational Center, Inc., is the contract purchaser for the building at 1300 Old Congress Avenue. The Congress Business Center MUPD lies within the Westgate Overlay District. The existing MUPD zoning designation is consistent with the existing Commercial High (CH/8) Land Use. The proposed application

is consistent with the Comprehensive Plan, the Commercial High/8 Land Use, and the existing zoning district.

## REQUEST

The proposed SF of Charter School shall be 23,028 SF (225 Students), which remains under the originally approved student count. 4,650 SF is proposed for the ancillary General Daycare use for adults whom are graduating from the current charter school program. The proposed SF of Professional Office remaining shall be 27,588 SF. The Office Warehouse SF remains unchanged at 4,050 SF. This request includes the preliminary site plan. No changes to the regulating plan are proposed. No new development, expansion, or increase in square footage is proposed. The existing site layout, including parking, landscaping, and drainage, will remain unchanged. All proposed modifications are interior only. The Charter School use is compatible with surrounding development, continues to meet previously established conditions of approval, and supports the ongoing redevelopment goals of the CRA.

A traffic study has been submitted with this request, confirming that the total student count remains under the originally approved threshold. Since no changes to pervious or impervious areas are proposed, a Drainage Statement and Survey have not been included. Additionally, no new meters or upsizing of existing utility services are required.

## PROJECT HISTORY

Connections is a 501(c)(3) nonprofit educational facility serving individuals on the autism spectrum and those with related disabilities. The school provides tailored programs for students ages 3–22. As a natural extension of this mission, the Connections Adult Program (C.A.P.) serves graduates over the age of 22 who are unable to maintain full-time employment. The C.A.P. is incidental and accessory to the principal school use and supports lifelong learning, daily living skills, and vocational development. It remains secondary in intensity and scope and is designed to complement—not compete with—the school's primary educational function.

The site was originally developed following Palm Beach County approval of Petition 1983-118(A). The Charter School use was later formally established and expanded under subsequent zoning actions. Below is a summary of the key Resolutions and Approvals associated with the property.



## RESOLUTION HISTORY

Reso. No.	App. No.	Status	Type/ Approval Date	Description
R-1983-01431	PDD-1983-00118	Complete	PDD 9/4/2008	Title: Official Zoning Map Amendment to a Planned Development District  Request: PEZ CG, CN, RM TO CG/SE-PCD INCLUDING OFFICE/WAREHOUSE COMBO
R-1983-01432	PDD-1983-00118	Complete	PDD 9/4/2008	Title: Official Zoning Map Amendment to a Planned Development District  Request: PEZ CG, CN, RM TO CG/SE-PCD INCLUDING OFFICE/WAREHOUSE COMBO
R-1985-00023	PDD-1983-00118	Complete	PDD	Rezoning to allow an Office/Warehouse
R-1985-00024	PDD-1983-00118	Complete	PDD	Rezoning to MUPD to allow an Office/Warehouse
R-2012-00606	PDD/R-2011-02339	Adopted with Conditions	PDD/R 4/26/2012	Title: an Official Zoning Map Amendment to a Planned Development District  Request: to allow a rezoning from the General Commercial (CG) Zoning District to the Multiple Use Planned Development (MUPD) Zoning District.
R-2012-00607	PDD/R-2011-02339	Adopted with Conditions	PDD/R 4/26/2012	Title: a Requested Use  Request: to allow a Charter School for more than 200 students.

## C. Development Order Amendment- Standards

Pursuant to the Standards indicated in Art. 2.B.7.B.2, Standards, Conditional Uses and Rezoning to a PDD or TDD. [Ord. 2018-002] When considering a DOA application, the BCC and ZC shall consider the Standards indicated below. [Ord. 2019-034]

### a. Consistency with the Plan

The proposed use or amendment is consistent with the purposes, Goals, Objectives, and Policies of the Plan, including standards for building and structural intensities and densities, and intensities of use. [Ord. 2007-001]

**Response:** The proposed Development Order Amendment is consistent with the Goals, Objectives, and Policies of the Palm Beach County Comprehensive Plan. Specifically, the amendment supports policies encouraging the efficient reuse of existing structures, infill development, and the adaptive use of institutional and commercial properties. Expanding the Charter School use into Building C and reallocating internal office space in Building A aligns with the Plan's intent to provide accessible educational services, particularly within the Westgate CRA Overlay, which promotes redevelopment and community-serving uses. The proposal remains within the originally approved student count, preserving appropriate intensity and compatibility with the surrounding built environment.

### 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. [Ord. 2007-001] [Ord. 2018-002]

**Response:** The amendment complies with all applicable provisions of the Unified Land Development Code (ULDC). No modifications to site layout, access, parking, or intensity are proposed that would create nonconformities or conflicts with the Code. The proposed reallocation of internal square footage supports the continued function of an existing approved Charter School use and introduces an accessory Adult Daycare use that is incidental in scale and fully compliant with Code definitions and performance standards. All site improvements and conditions of approval from the prior MUPD remain in full effect.

### c. Compatibility with Surrounding Uses

The proposed use or amendment is compatible and generally consistent with the uses and character of the land surrounding and in the vicinity of the land proposed for development. [Ord. 2007-001]

**Response:** The Charter School and associated uses are inherently compatible with the surrounding mix of residential, institutional, and commercial development. The amendment does not introduce a new use, increase intensity, or modify the site's external characteristics. Educational facilities are contextually appropriate within this area, especially under the CH/8 Future Land Use designation and MUPD zoning. The continued institutional use of the property

ensures land use consistency and operational compatibility within the Westgate CRA Overlay District.

**d. Design Minimizes Adverse Impact**

The design of the proposed use minimizes adverse effects, including visual impact and intensity of the proposed use on adjacent lands.

**Response:** All modifications are internal to the existing buildings; no exterior changes, new structures, or additions are proposed. As such, the amendment introduces no visual, noise, or traffic-related impacts beyond what was previously approved. The existing site layout, building footprints, and landscaping remain unchanged, and no changes are proposed that would adversely affect adjacent properties.

**e. Design Minimizes Environmental Impact**

The proposed use and design minimizes environmental impacts, including, but not limited to, water, air, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment. [Ord. 2007-001]

**Response:** The amendment involves only interior renovations, with no site disturbance, land clearing, or change to the impervious surface area. The proposal preserves the site's environmental footprint and maintains the existing drainage patterns and utility infrastructure. As confirmed in the application, a Drainage Statement is not required, and the environmental impacts remain unchanged from prior approvals.

**f. Development Patterns**

The proposed use or amendment will result in a logical, orderly, and timely development pattern. [Ord. 2007-001]

**Response:** The amendment reflects a logical evolution of the existing Charter School use within the MUPD. Reallocating square footage from underutilized office and former Place of Worship space to educational purposes promotes the efficient use of existing structures. This approach is consistent with orderly redevelopment goals of the Westgate Overlay and aligns with the intended mix of compatible institutional and commercial uses in the area. No fragmentation of use or disjointed development is introduced.

**g. Adequate Public Facilities**

The extent to which the proposed use complies with Art. 2.F, Concurrency (Adequate Public Facility Standards). [Ord. 2007-001]

**Response:** The amendment does not increase the approved student count or site intensity. The submitted Traffic Statement confirms that the overall trip generation remains within the thresholds established by the original Development Order. No changes are proposed to utility demand, water/sewer capacity, or stormwater systems. Therefore, the project remains in

compliance with Art. 2.F, Concurrency, and no additional infrastructure improvements are warranted.

#### **h. Changed Conditions or Circumstances**

There are demonstrated changed site conditions or circumstances, provided by the Applicant's Justification Statement that necessitate a modification. [Ord. 2007-001] [Ord. 2018-002]

**Response:** Ownership and operational control of the property is transitioning to Connections High School and Vocational Center, Inc., a nonprofit entity serving students on the autism spectrum. This change in ownership necessitates the formal reallocation of internal space to accommodate a growing educational program. The introduction of the Connections Adult Program (C.A.P.), a supportive vocational and life skills initiative for school graduates, reflects an evolving need in the community and a natural expansion of the school's mission. These changes constitute a compelling shift in circumstances justifying the Development Order Amendment.

## **CONCLUSION**

In summary, the Applicant's request to amend the Development Order to accommodate the existing charter school use and incidental general daycare within Building C satisfies all applicable criteria of the Comprehensive Plan and the Unified Land Development Code. The reallocation of Office space square footage to the Charter School use represents a logical and efficient reuse of existing built space, preserves compliance with all concurrency and design standards, and does not introduce any new non-conformities. No new impacts are anticipated, and all proposed modifications are interior to the existing buildings.

This amendment reflects changed circumstances—specifically, the cessation of the Office use and the transition of the site to expanded operations by a Charter School provider—necessitating the proposed modification. The continued institutional use of the site remains compatible with surrounding development, while supporting the community's growing special educational needs.

No other development orders are impacted, and no adverse effects to adjacent properties or public facilities are anticipated. For these reasons, the Applicant respectfully requests approval of this Development Order Amendment by the Board of County Commissioners.

The owner, as well as the development team, are available to answer any questions staff might have to provide the necessary supplemental information in addition to what is provided in this submittal. Please do not hesitate to contact Summer Stevens or Zach Ciciera of Cotleur & Hearing 561.406.1032 if additional information is required.

RESOLUTION NO. R-2012- 0607

RESOLUTION APPROVING ZONING APPLICATION PDD/R-2011-02339  
(CONTROL NO. 1983-00118)

a Requested Use  
APPLICATION OF 1310 Congress Partners, LLC, Lessor  
BY David L. Carpenter & Assoc., AGENT  
(Congress Business Center MUPD)

WHEREAS, the Board of County Commissioners, as the governing body of Palm Beach County, Florida, pursuant to the authority vested in Chapter 163 and Chapter 125, Florida Statutes, is authorized and empowered to consider applications relating to zoning; and

WHEREAS, the notice and public hearing requirements, as provided for in Article 2 (Development Review Procedures) of the Palm Beach County Unified Land Development Code (Ordinance 2003-067 as amended), have been satisfied; and

WHEREAS, Zoning Application PDD/R-2011-02339 was presented to the Board of County Commissioners at a public hearing conducted on April 26, 2012; and

WHEREAS, the Board of County Commissioners has considered the evidence and testimony presented by the applicant and other interested parties, the recommendations of the various county review agencies, and the recommendation of the Zoning Commission; and

WHEREAS, the, Board of County Commissioners pursuant to Article 2 (Development Review Procedures) of the Palm Beach County Unified Land Development Code (Ordinance 2003-067 as amended) is authorized and empowered to consider, approve, approve with conditions or deny the request; and

WHEREAS, this approval is subject to Article 2.E (Monitoring), of the Palm Beach County Unified Land Development Code and other provisions requiring that development commence in a timely manner; and

WHEREAS, THE BOARD OF COUNTY COMMISSIONERS hereby incorporates by reference the Findings of Fact in the staff report addressing the standards contained in Article 2.B.2.B for a Requested Use.

WHEREAS, Article 2.A.1.K.3.b (Action by BCC) of the Palm Beach County Unified Land Development Code requires that the action of the Board of County Commissioners be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that Zoning Application PDD/R-2011-02339, the petition of 1310 Congress Partners, LLC, Lessor, by David L. Carpenter & Assoc., agent, for a Requested Use to allow a Charter School for more than 200 students in the MUPD Zoning District, on a parcel of land legally described in EXHIBIT A, attached hereto and made a part hereof, and generally located as shown on a vicinity sketch as indicated in EXHIBIT B, attached hereto and made a part hereof, was approved on April 26, 2012, subject to the Conditions of Approval described in EXHIBIT C, attached hereto and made a part hereof.

Commissioner Marcus moved for the approval of the Resolution.

The motion was seconded by Commissioner Taylor and, upon being put to a vote, the vote was as follows:

Commissioner Shelley Vana, Chair	-	Aye
Commissioner Steven L. Abrams, Vice Chairman	-	Aye

Commissioner Karen T. Marcus  
Commissioner Paulette Burdick  
Commissioner Burt Aaronson  
Commissioner Jess R. Santamaria  
Commissioner Priscilla A. Taylor

- Aye  
- Aye  
- Absent  
- Aye  
- Aye

The Chairperson thereupon declared that the resolution was duly passed and adopted on April 26, 2012.

Filed with the Clerk of the Board of County Commissioners on  
May 4th, 2012.

This resolution is effective when filed with the Clerk of the Board of County Commissioners.

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:

  
COUNTY ATTORNEY

BY:

  
DEPUTY CLERK

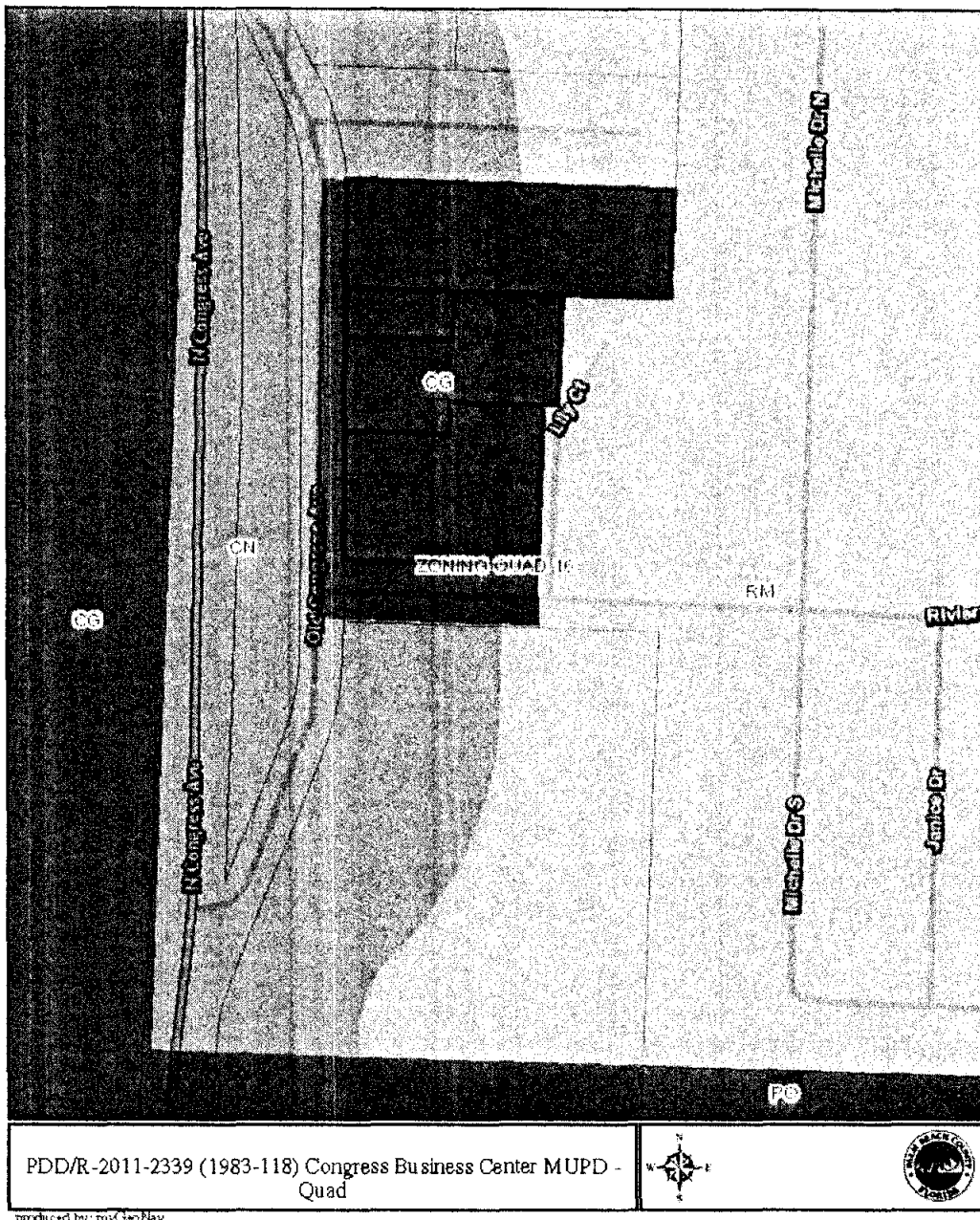


EXHIBIT A  
LEGAL DESCRIPTION

**All of the Plat of Congress Business Center, MUPD, as recorded in Plat Book 97, Pages 153 and 154, of the Public Records of Palm Beach County, Florida.**

# EXHIBIT B

## VICINITY SKETCH





## EXHIBIT C

### CONDITIONS OF APPROVAL

#### ALL PETITIONS

1.The approved Preliminary Site Plan is dated December 19, 2011. Modifications to the Development Order inconsistent with the Conditions of Approval, or changes to the uses or site design beyond the authority of the Development Review Officer as established in the Unified Land Development Code, must be approved by the Board of County Commissioners or the Zoning Commission. (ONGOING: ZONING - Zoning)

Status: Ongoing

#### USE LIMITATIONS

1.Building permits for the Charter School expansion shall be issued prior to September 12, 2014. Failure to comply with this condition will result in the reallocation of the 737 trips per day, 241 AM peak hour trips, and 51 PM peak hour trips to revert back to the Westgate Transportation Concurrency Exception Area (TCEA) development pool subject to Art. 2.E Monitoring of the Unified Land Development Code (ULDC) as amended. (DATE: MONITORING - Zoning) Status: Request for Modification.

2.Prior to final approval by the Development Review Officer (DRO), the Site Plan shall be revised to limit the number of students (total enrollment) for the Charter School to a maximum of 340 students. (DRO: ZONING - Zoning) Status: Ongoing

#### COMPLIANCE

1.In granting this approval, the Board of County Commissioners relied upon the oral and written representations of the property owner/applicant both on the record and as part of the application process. Deviations from or violation of these representations shall cause the approval to be presented to the Board of County Commissioners for review under the compliance condition of this approval. (ONGOING: MONITORING - Zoning) Status: Ongoing

2.Failure to comply with any of the conditions of approval for the subject property at any time may result in:

- a. The issuance of a stop work order; the issuance of a cease and desist order; the denial or revocation of a building permit; the denial or revocation of a Certificate of Occupancy (CO); the denial of any other permit, license or approval to any developer, owner, lessee, or user of the subject property; the revocation of any other permit, license or approval from any developer, owner, lessee, or user of the subject property; revocation of any concurrency; and/or
- b. The revocation of the Official Map Amendment, Conditional Use, Requested Use, Development Order Amendment, and/or any other zoning approval; and/or
- c. A requirement of the development to conform with the standards of the Unified Land Development Code (ULDC) at the time of the finding of non-compliance, or the addition or modification of conditions reasonably related to the failure to comply with existing conditions; and/or
- d. Referral to code enforcement; and/or
- e. Imposition of entitlement density or intensity. Status: Ongoing

Staff may be directed by the Executive Director of PZ&B or the Code Enforcement Special Master to schedule a Status Report before the body which approved the Official Zoning Map Amendment, Conditional Use, Requested Use, Development Order Amendment, and/or other zoning approval, in accordance with the provisions of Section 2.E of the ULDC, in response to any flagrant violation and/or continued violation of any condition of approval. (ONGOING: MONITORING - Zoning) Status: Ongoing

Status of Conditions

All Prior Conditions Consolidated Herein

RESOLUTION NO. R-2012-0606

RESOLUTION APPROVING ZONING APPLICATION PDD/R-2011-02339  
(CONTROL NO. 1983-00118)

an Official Zoning Map Amendment to a Planned Development District  
APPLICATION OF 1310 Congress Partners, LLC, Lessor  
BY David L. Carpenter & Assoc., AGENT  
(Congress Business Center MUPD)

WHEREAS, the Board of County Commissioners, as the governing body of Palm Beach County, Florida, pursuant to the authority vested in Chapter 163 and Chapter 125, Florida Statutes, is authorized and empowered to consider applications relating to zoning; and

WHEREAS, the notice and public hearing requirements, as provided for in Article 2 (Development Review Procedures) of the Palm Beach County Unified Land Development Code (Ordinance 2003-067 as amended), have been satisfied; and

WHEREAS, Zoning Application PDD/R-2011-02339 was presented to the Board of County Commissioners at a public hearing conducted on April 26, 2012; and

WHEREAS, the Board of County Commissioners has considered the evidence and testimony presented by the applicant and other interested parties, the recommendations of the various county review agencies, and the recommendation of the Zoning Commission; and

WHEREAS, the, Board of County Commissioners pursuant to Article 2 (Development Review Procedures) of the Palm Beach County Unified Land Development Code (Ordinance 2003-067 as amended) is authorized and empowered to consider, approve, approve with conditions or deny the request; and

WHEREAS, this approval is subject to Article 2.E (Monitoring), of the Palm Beach County Unified Land Development Code and other provisions requiring that development commence in a timely manner; and

WHEREAS, THE BOARD OF COUNTY COMMISSIONERS hereby incorporates by reference the Findings of Fact in the staff report addressing the standards contained in Article 2.B.1.B.

WHEREAS, Article 2.A.1.K.3.b (Action by BCC) of the Palm Beach County Unified Land Development Code requires that the action of the Board of County Commissioners be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that Zoning Application PDD/R-2011-02339, the application of 1310 Congress Partners, LLC, Lessor, by David L. Carpenter & Assoc., agent, for an Official Zoning Map Amendment to a Planned Development District to allow a rezoning from the General Commercial (CG) Zoning District to the Multiple Use Planned Development (MUPD) Zoning District on a parcel of land legally described in EXHIBIT A, attached hereto and made a part hereof, and generally located as indicated on a vicinity sketch in EXHIBIT B, attached hereto and made a part hereof, was approved on April 26, 2012 subject to the conditions described in EXHIBIT C, attached hereto and made a part hereof.

Commissioner Taylor moved for the approval of the Resolution.

The motion was seconded by Commissioner Abrams and, upon being put to a vote, the vote was as follows:

Commissioner Shelley Vana, Chair	-	Aye
Commissioner Steven L. Abrams, Vice Chairman	-	Aye
Commissioner Karen T. Marcus	-	Aye
Commissioner Paulette Burdick	-	Absent
Commissioner Burt Aaronson	-	Aye
Commissioner Jess R. Santamaria	-	Aye
Commissioner Priscilla A. Taylor	-	

The Chairperson thereupon declared that the resolution was duly passed and adopted on April 26, 2012.

Filed with the Clerk of the Board of County Commissioners on May 4th, 2012.

This resolution is effective when filed with the Clerk of the Board of County Commissioners.

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:

  
COUNTY ATTORNEY

BY:

  
DEPUTY CLERK

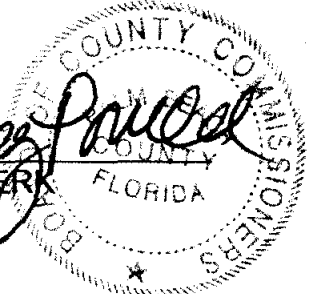


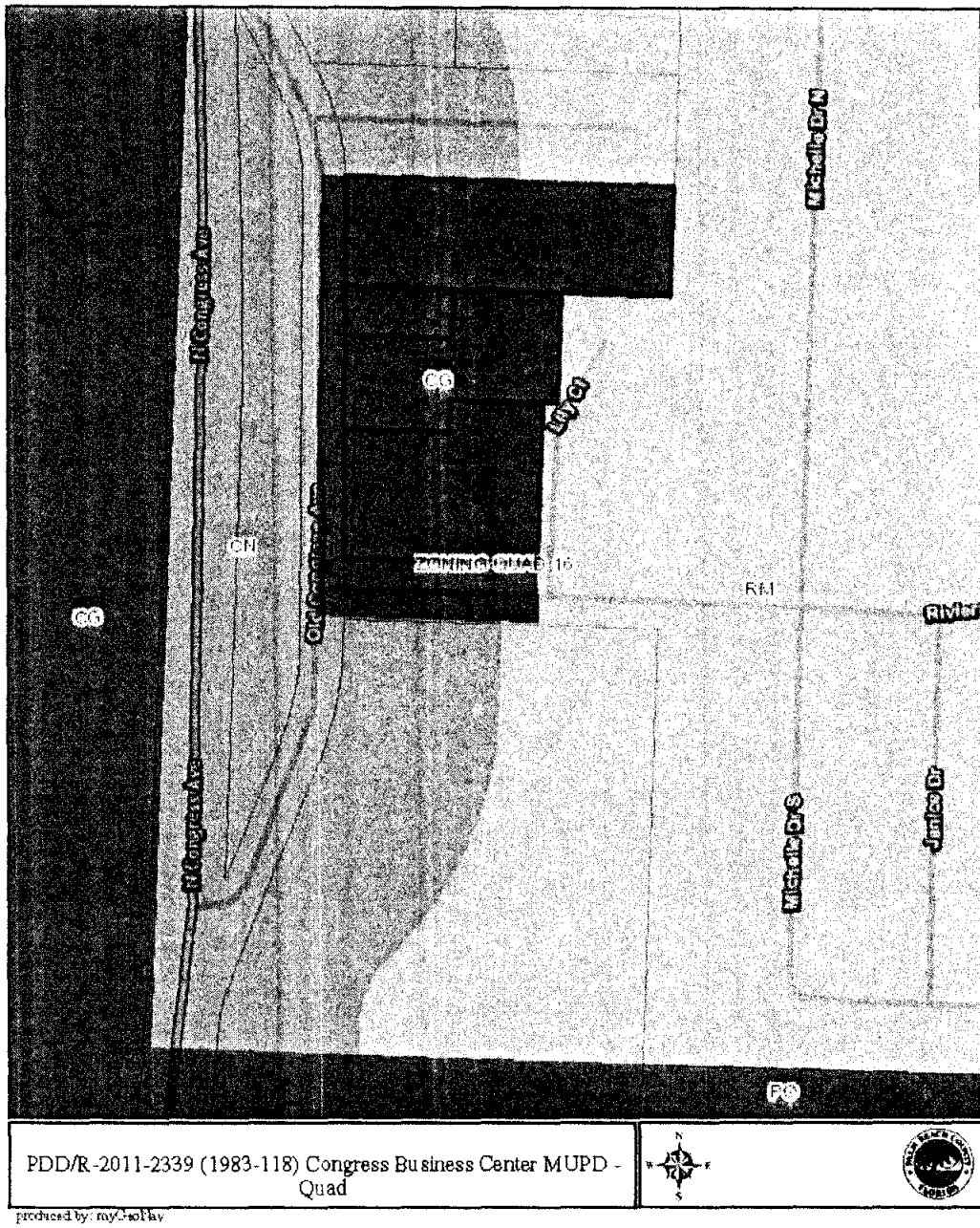
EXHIBIT A

LEGAL DESCRIPTION

**All of the Plat of Congress Business Center, MUPD, as recorded in Plat Book 97, Pages 153 and 154, of the Public Records of Palm Beach County, Florida.**

# EXHIBIT B

## VICINITY SKETCH



## EXHIBIT C

### CONDITIONS OF APPROVAL

#### ALL PETITIONS

1.All previous Conditions of Approval applicable to the subject property, as contained in Resolutions R-83-1432 (Control 83-118) and R-85-24 (Control 83-118), have been consolidated as contained herein. The property owner shall comply with all previous Conditions of Approval and deadlines previously established by Article 2.E of the Unified Land Development Code (ULDC) and the Board of County Commissioners or Zoning Commission, unless expressly modified. (ONGOING: MONITORING - Zoning)

Status: Ongoing

2.The approved Preliminary Site Plan is dated December 19, 2011. Modifications to the Development Order inconsistent with the Conditions of Approval, or changes to the uses or site design beyond the authority of the Development Review Officer as established in the Unified Land Development Code, must be approved by the Board of County Commissioners or the Zoning Commission. (ONGOING: ZONING - Zoning)

Status: Ongoing

3.The developer shall contribute Ten Thousand Four Hundred and Twenty-Five Dollars (\$10,425.00) toward the cost of meeting this project's direct and identifiable impact, to be paid at the rate of \$.25 per square foot. (DRO: ZONING - Zoning) (Previous Condition 3 of Resolution R-83-1432, Control No. 83-118) [COMPLETED: Check #4174 2/10/84]

Status: Completed

#### ENGINEERING

1.Previous Condition 1 of Resolution R-83-1432, Control No. 83-118, which currently states:

This development shall retain onsite 85% of the storm water runoff generated by a three (3) year storm per requirements of the Permit Section, Land Development Division.

Is hereby deleted. [Reason: Drainage is a code requirement.] Status: Deleted

2.Previous Condition 1 of Resolution R-85-24, Control No. 83-118, which currently states:

The developer shall retain on-site 85% of the stormwater runoff generated by a three (3) one hour storm per requirements of the Permit Section, Land Development Division.

Is hereby deleted. [Reason: Drainage is a code requirement.] Status: Deleted

3.The developer shall construct, concurrent with a paving and drainage permit issued from the office of the County Engineer, at the intersection of Congress Avenue and Old Congress Avenue at both north and south intersections, left turn lanes, north approach, and left turn lanes, east approach, per the County Engineer's approval.

(Previous Condition 2 of Resolution R-83-1432, Control No. 83-118)

[Note: COMPLETED] Status: Completed

4.The developer shall pay a Fair Share Fee in the amount and manner required by the "Fair Share Contribution for Road Improvements Ordinance" as it presently exists or as it may from time to time be amended. Presently The Fair share Fee for this additional project is \$1250.00. (Previous Condition 2 of Resolution R-85-24, Control No. 83-118)

[Note: COMPLETED] Status: Completed

5.The Property Owner shall construct a 5-ft pedestrian pathway between the western property line and the bus stop along Congress Avenue. This construction shall be concurrent with the paving and drainage improvements for the site. Any and all costs associated with the construction shall be paid by the property owner. These costs shall include, but are not limited to, utility relocations and acquisition of any additional required right-of-way or easements.

a.Permits required from Palm Beach County for this construction shall be obtained prior to



June 30, 2012. (BLDG PERMIT: MONITORING-Eng) Status: Completed

b. Construction shall be completed prior August 31, 2012. (CO: MONITORING-Eng)

Status: Completed

#### HEALTH

1. Previous Condition 4 of Resolution R-83-1432, Control No. 83-118, which currently states:

The developer shall take reasonable precautions during the development of this property to insure that fugitive particulates (dust particles) from this project do not become a nuisance to neighboring properties.

Is hereby deleted. [REASON: Code requirement] Status: Deleted

2. Previous Condition 5 of Resolution R-83-1432, Control No. 83-118, which currently states:

The developer shall take necessary measures during the development of this property to prevent pollutant runoff to neighboring and nearby surface waters.

Is hereby deleted. [REASON: Code requirement] Status: Deleted

#### LANDSCAPE - GENERAL

1. Prior to August 31, 2012, the property owner shall replace all dead and missing plant materials on the entire subject property. (DATE: LANDSCAPE - Zoning) Status: Completed

#### SITE DESIGN

1. The proposed site plan shall be redesigned to provide for separation between surrounding residential property and all loading, dumpster, and service areas by buildings and/or service courts and to provide for more pervious areas to meet on-site retention requirements. (DRO: ZONING - Zoning) (Previous Condition 6 of Resolution R-83-1432, Control No. 83-118) [NOTE: COMPLETED.] Status: Completed

2. Prior to final approval by the Development Review Officer (DRO), the property owner shall obtain a Building Permit to relocate the dumpster(s) for Buildings A and B a minimum of 75 feet from the north and the east property lines. The dumpster(s) shall be relocated and all required screening of the dumpster enclosure shall be installed prior to August 31, 2012. (DRO: ZONING - Zoning) Status: Completed

3. Prior to August 31, 2012, the property owner shall complete the drive aisle pavement west of Buildings A and C consistent with the Final Site Plan to allow internal circulation between Buildings A and C. (DATE: MONITORING - Zoning Status: Ongoing

4. Prior to August 31, 2012, the property owner shall provide the required pedestrian access(s) adjacent to Building A consistent with the Final Site Plan. Where a pedestrian pathway crosses a drive aisle, the pathway shall be defined by special paving, brick, striping, or other method acceptable to the Development Review Officer (DRO). (DATE: MONITORING - Zoning Status: Completed

#### COMPLIANCE

1. In granting this approval, the Board of County Commissioners relied upon the oral and written representations of the property owner/applicant both on the record and as part of the application process. Deviations from or violation of these representations shall cause the approval to be presented to the Board of County Commissioners for review under the compliance condition of this approval. (ONGOING: MONITORING - Zoning) Status: Ongoing

2. Failure to comply with any of the conditions of approval for the subject property at any time may result in:

a. The issuance of a stop work order; the issuance of a cease and desist order; the denial or revocation of a building permit; the denial or revocation of a Certificate of Occupancy (CO); the denial of any other permit, license or approval to any developer,

owner, lessee, or user of the subject property; the revocation of any other permit, license or approval from any developer, owner, lessee, or user of the subject property; revocation of any concurrency; and/or

b. The revocation of the Official Map Amendment, Conditional Use, Requested Use, Development Order Amendment, and/or any other zoning approval; and/or

c. A requirement of the development to conform with the standards of the Unified Land Development Code (ULDC) at the time of the finding of non-compliance, or the addition or modification of conditions reasonably related to the failure to comply with existing conditions; and/or

d. Referral to code enforcement; and/or

e. Imposition of entitlement density or intensity.

Staff may be directed by the Executive Director of PZ&B or the Code Enforcement Special Master to schedule a Status Report before the body which approved the Official Zoning Map Amendment, Conditional Use, Requested Use, Development Order Amendment, and/or other zoning approval, in accordance with the provisions of Section 2.E of the ULDC, in response to any flagrant violation and/or continued violation of any condition of approval. (ONGOING: MONITORING - Zoning) Status: Ongoing



August 1, 2024  
Revised May 21, 2025  
Revised July 24, 2025

Zach Ciciera  
Cotleur & Hearing  
1934 Commerce Land, Suite 1  
Jupiter, FL 33458

**RE: Congress Business Center MUPD – Traffic Statement  
West Palm Beach, Florida  
KH #241193000**

Dear Zach:

Kimley-Horn and Associates, Inc. was retained to prepare a traffic impact statement for proposed modifications to the approved development program for the Congress Business Center, located on the east side of Old Congress Avenue, north of Riviera Boulevard, in the City of West Palm Beach, Florida, as shown in Figure 1. The PCN's for the site are:

- 00-43-43-29-20-000-0010
- 00-43-43-29-20-000-0020
- 00-43-43-29-20-000-0030
- 00-43-43-29-20-000-0040

The project was originally approved for 340 students, 44,041 square feet of general office use, and 4,050 square feet of warehouse use. Following this overall approval, administrative approval was granted, reducing the number of students from 340 students to 150 students. However, the development program has since been revised to rather be reduced from 340 students to 300 students and reduce the amount of general office from 44,041 square feet to 27,588 square feet of general office. A portion of the site is designated as ancillary day care. However, the day care will be provided as a service to the school members and employees only and will therefore not generate net new trips additional to the charter school. The revisions to the development program are summarized in Table 1 below.

*Table 1: Proposed Changes to Approved Development Program*

Use	Approved	Net Change	Proposed
Private School (K-12)	340 students	(40) students	300 students
General Office (10k-250k)	44.041 ksf	(16.453) ksf	27.588 ksf
Warehouse	4.05 ksf	0 ksf	4.05 ksf

This statement has been prepared in accordance with the Palm Beach County Traffic Performance Standards and the standards of the City of West Palm Beach. A trip generation determination was prepared to determine the potential impacts of the approved and proposed uses on site. Rates and equations published by the Palm Beach County Traffic Division which are based on *ITE Trip Generation Manual, 11<sup>th</sup> Edition* for Private School, General Office, and Warehouse were used for the daily, AM peak hour, and PM peak hour trip generation calculations for the approved and proposed development program.

As shown in Table 2, the proposed redevelopment will result in a decrease of 259 net new external daily trips, 54 net new external AM peak hour trips (-40 inbound, -14 outbound), and 28 net new external PM peak hour trips (-7 inbound, -21 outbound). Because the proposed redevelopment results in fewer trips compared to the originally approved scenario, no further analysis is required.

Table 2: Trip Generation Calculations

Land Use	Intensity	Daily Trips	AM Peak Hour			PM Peak Hour		
			Total	In	Out	Total	In	Out
Approved Scenario								
Private School (K-12)	340 Students	843	269	169	100	58	25	33
General Office (10k-250k)	44.041 ksf	477	67	59	8	63	11	52
Warehouse	4.050 ksf	7	1	1	0	1	0	1
	Subtotal	1,327	337	229	108	122	36	86
Pass-By Capture								
Private School (K-12)	0.0%	0	0	0	0	0	0	0
General Office (10k-250k)	10.0%	48	7	6	1	6	1	5
Warehouse	10.0%	1	0	0	0	0	0	0
	Subtotal	49	7	6	1	6	1	5
Driveway Volumes		1,327	337	229	108	122	36	86
Net New External Trips		1,278	330	223	107	116	35	81
Proposed Scenario								
Private School (K-12)	300 Students	744	237	149	88	51	22	29
General Office (10k-250k)	27.588 ksf	299	42	37	5	40	7	33
Warehouse	4.050 ksf	7	1	1	0	1	0	1
	Subtotal	1,050	280	187	93	92	29	63
Pass-By Capture								
Private School (K-12)	0.0%	0	0	0	0	0	0	0
General Office (10k-250k)	10.0%	30	4	4	0	4	1	3
Warehouse	10.0%	1	0	0	0	0	0	0
	Subtotal	31	4	4	0	4	1	3
Driveway Volumes		1,050	280	187	93	92	29	63
Net New External Trips		1,019	276	183	93	88	28	60
Proposed Net External Trips-Existing Net New External Trips		-259	-54	-40	-14	-28	-7	-21
Radius of Development Influence:		Directly Accessed Links						
Land Use	Daily	AM Peak Hour			PM Peak Hour		Pass By	
Private School (K-12)	2.48 trips/Students	0.79 trips/Students (63% in, 37% out)			0.17 trips/Students (43% in, 57% out)		0.0%	
General Office (10k-250k)	10.84 trips/ksf	1.52 trips/ksf (88% in, 12% out)			1.44 trips/ksf (17% in, 83% out)		10.0%	
Warehouse	1.71 trips/ksf	0.17 trips/ksf (77% in, 23% out)			0.18 trips/ksf (28% in, 72% out)		10.0%	

The original approval for this project determined that the criteria for exclusive turn lanes were not met at any of the site access locations and because this project is expected to generate less traffic than originally approved, no turn lanes are required. Driveway volumes for the project are illustrated in Figure 1.

The drop-off and pick-up operations will remain as they currently operate on site. Vehicles enter the northernmost driveway, circulate to the east of the site, drive through the playground area, and pick up students along the one-way westbound drive aisle before exiting back onto Old Congress Avenue. Based on the County's queuing rate of 0.166 vehicles per student, and a vehicle spacing of 20 feet, queuing for 1129 feet would be required. Vehicles can double stack in the eastbound and southbound portion of the drop-off loop and single stack in the westbound portion. This provides 1240 feet of queue storage. If additional queuing is determined to be needed upon buildout, ample drive aisle exist on site to queue vehicles without impacting public right-of-way.

The foregoing analysis demonstrates that the proposed changes to the development program will generate less traffic than originally approved. Should you have any questions regarding this analysis please contact me at (561) 840-0874 or via e-mail at [adam.kerr@kimley-horn.com](mailto:adam.kerr@kimley-horn.com).

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Digitally signed by  
Adam B Kerr  
Date: 2025.07.28  
10:53:33 -04'00'




Adam B. Kerr, P.E.  
Transportation Engineer

Florida Registration Number 64773

k:\wpb\_tpto\2411\241193000 - connections school\lia report\2025-5-19 connections school.docx



#### LEGEND

-  Site Location
-  XX (XX) AM Inbound (PM Inbound)
-  XX (XX) AM Outbound (PM Outbound)

51

**FIGURE 1**

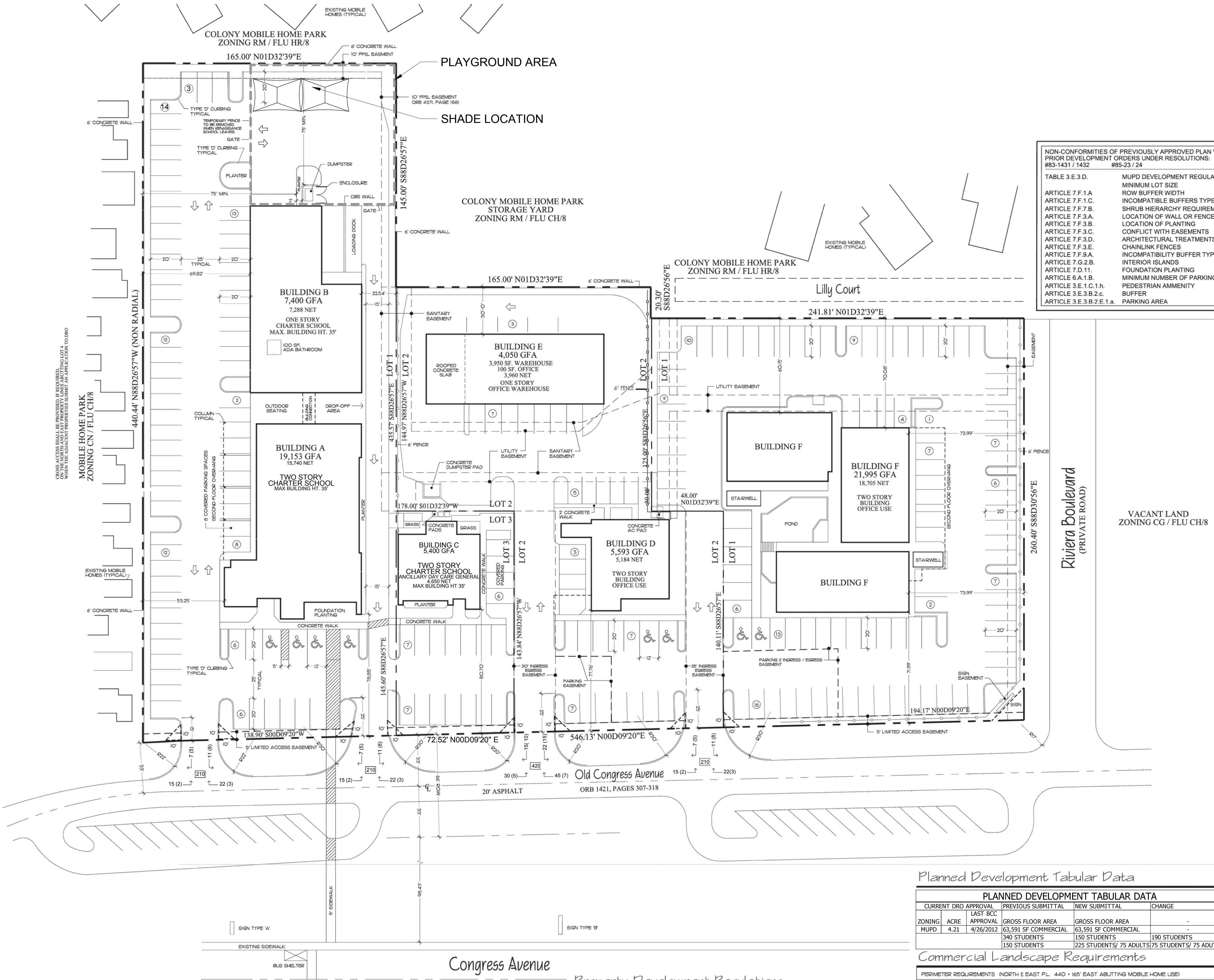
Connections Education Center

KH #241193000

Driveway Volumes

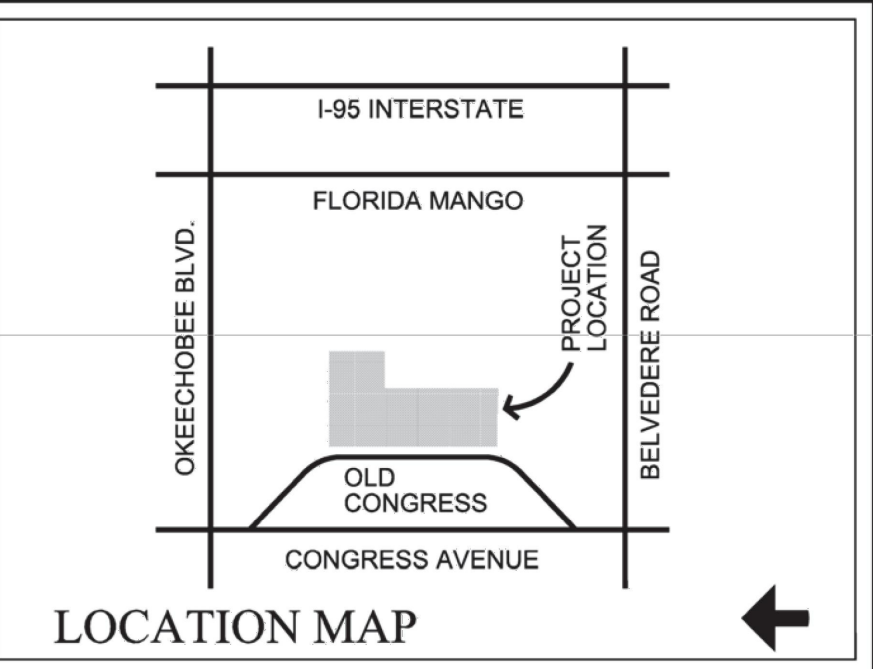
**Kimley»Horn**





NON-CONFORMITIES OF PREVIOUSLY APPROVED PLAN VESTED BY PRIOR DEVELOPMENT ORDERS UNDER RESOLUTIONS: #83-1431 / 1432 #85-23 / 24

TABLE 3.E.3.D.	MUPD DEVELOPMENT REGULATIONS
ARTICLE 7.F.1.A	MINIMUM LOT SIZE
ARTICLE 7.F.1.C	ROW BUFFER WIDTH
ARTICLE 7.F.7.B	INCOMPATIBLE BUFFERS TYPE 2
ARTICLE 7.F.3.A	SHRUB HIERARCHY REQUIREMENTS
ARTICLE 7.F.3.B	LOCATION OF WALL OR FENCE
ARTICLE 7.F.3.C	LOCATION OF PLANTING
ARTICLE 7.F.3.D	CONFLICT WITH EASEMENTS
ARTICLE 7.F.3.E	ARCHITECTURAL TREATMENTS
ARTICLE 7.F.9.A	CHAINLINK FENCES
ARTICLE 7.G.2.B	INCOMPATIBILITY BUFFER TYPE 2
ARTICLE 7.D.11	INTERIOR ISLANDS
ARTICLE 6.A.1.B	FOUNDATION PLANTING
ARTICLE 3.E.1.C.1.h	MINIMUM NUMBER OF PARKING SPACES
ARTICLE 3.E.3.B.2.c	PEDESTRIAN AMMENITY
ARTICLE 3.E.3.B.2.E.1.a	BUFFER
	PARKING AREA



SITE DATA

APPLICATION NAME	CONGRESS BUSINESS PARK
APPLICATION NUMBER	FKA THE OFFICE PARK
CONTROL NUMBER	DOA-2025-00744
LAST BCC APPROVAL	83-00118 (A)
LAST RESOLUTION NUMBER	4/26/2012
	R-2012-606
	R-2012-607
TIER	URBAN/SUBURBAN
EXISTING LAND USE	CH/8
PROPOSED LAND USE	CH/8
EXISTING ZONING	MUPD
OVERLAY DISTRICT	URA/WCRAO/UG SUB AREA
SECTION/TOWNSHIP/RANGE	29/43/43
PROPERTY CONTROL NUMBERS	00-43-43-29-20-000-0010
	00-43-43-29-20-000-0020
	00-43-43-29-20-000-0030
	00-43-43-29-20-000-0040
	COMMERCIAL/
EXISTING/APPROVED/PROPOSED USES	INSTITUTIONAL, PUBLIC, & CIVIL
GROSS SITE AREA	4.21 ACRES
FAR	0.35
CONCURRENCY:	
PROFESSIONAL OFFICE	27,588 SF
CHARTER SCHOOL	(225 STUDENTS) 23,028 SF
ANCILLARY DAYCARE (GENERAL)	(75 ADULTS) 4,650 SF
OFFICE WAREHOUSE COMBINATION	4,050 SF

REQUIRED PARKING

23,889 SF NET OFFICE (1 PER 250)	158
3,960 SF NET WAREHOUSE (1 PER 1,000)	96 SPACES
23,028 SF CHARTER SCHOOL (1 PER EMPLOYEE)	4 SPACES
1 VISITOR SPACE PER 50 STUDENTS (225)	38 SPACES
4,650 SF NET ANCILLARY DAYCARE GENERAL (1 PER 5)	5 SPACES
*DROP OFF ROUTE PROVIDED FOR CHARTER SCHOOL/ADULT DAYCARE	15 SPACES
PROPOSED PARKING	225
REQUIRED ACCESSIBLE PARKING	7
PROPOSED ACCESSIBLE PARKING	8
REQUIRED LOADING	1
PROPOSED LOADING	1
MAX BUILDING HEIGHT	35'
TAZ	215

TOTAL BUILDING AREA

BUILDING A CHARTER SCHOOL	63,591 SF
BUILDING B CHARTER SCHOOL	(15,740 NET) 19,153 GFA
BUILDING C ANCILLARY DAYCARE GENERAL	(7,288 NET) 7,400 GFA
BUILDING D OFFICE	(4,650 NET) 5,400 GFA
BUILDING E OFFICE WAREHOUSE COMBINATION	(5,184 NET) 5,593 GFA
BUILDING F OFFICE	(3,960 NET) 4,050 GFA
	(18,705 NET) 21,995 GFA

NOTE:

- ALL SITE DATA, SQUARE FOOTAGES, AND SITE INFORMATION TAKEN FROM APPROVED SITE PLAN FOR PETITION 83-118A EXHIBIT #40 CERTIFIED ON 07/11/01 BY PALM BEACH COUNTY
- 11TH & 12TH GRADE STUDENTS AT CONNECTIONS EDUCATION CENTER ARE UNABLE TO DRIVE, THEREFORE, ARE NOT BEING COUNTED TOWARDS CURRENT PARKING CALCULATIONS.
- EXCEPTIONAL STUDENT EDUCATION CENTER, PARKING REQUIREMENTS FOR THE 11TH & 12TH GRADE STUDENTS SHALL BE RECALCULATED SHOULD THE CURRENT ESE CENTER SCHOOL (CONNECTIONS EDUCATION CENTER) VACATE BUILDINGS A, B, & C.

AMENDMENT

ZONING

Planned Development Tabular Data

PLANNED DEVELOPMENT TABULAR DATA			
CURRENT DRO APPROVAL	PREVIOUS SUBMITTAL	NEW SUBMITTAL	CHANGE
ZONING	LAST BCC APPROVAL	GROSS FLOOR AREA	GROSS FLOOR AREA
MUPD	4.21	4/26/2012	63,591 SF COMMERCIAL
			340 STUDENTS
			150 STUDENTS
			225 STUDENT/ 75 ADULTS/ 75 STUDENTS/ 75 ADULTS

Commercial Landscape Requirements

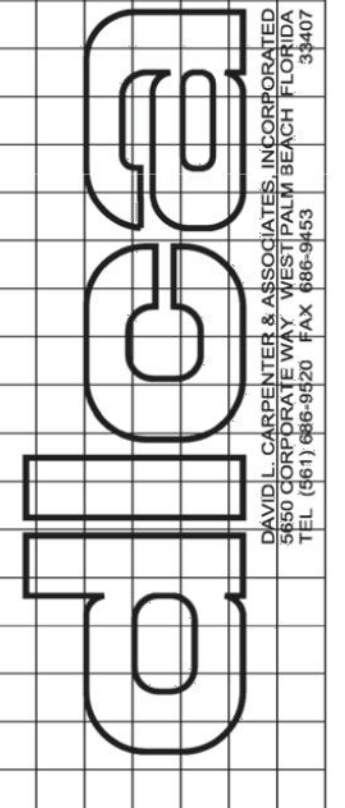
PERIMETER REQUIREMENTS (NORTH & EAST PL. 440' x 165' EAST ABUTTING MOBILE HOME USED)			
CATEGORY	CODE / CONDITION REQUIREMENT	REQUIRED	PROVIDED
TREES	1 PER 20' FT. - 12' HT.	30 TREES	30 TREES
TREES	1 PER 30' FT. - 12' HT.	9 TREES	9 TREES
SHRUBS	24' HT. - 1 PER 2' FT.	302 SHRUBS	302 SHRUBS

NOTE:  
\* ALL SITE DATA, SQUARE FOOTAGES, AND ALL SITE INFORMATION TAKEN FROM APPROVED SITE PLAN FOR PETITION 83-118A EXHIBIT #40 CERTIFIED ON 07/11/01 BY PALM BEACH COUNTY.

Property Development Regulations

ZONING DISTRICT OR POO	MINIMUM LOT DIMENSIONS			G.F.A.	MAX FAR	MAX BLDG. COVER	WCRA SETBACKS FOR UG SUB AREA			
	SIZE	WIDTH	DEPTH				FRONT	SIDE	SIDE ST	REAR
REQUIRED	5 AC.	100'	100'	63,591 SF.	.50	40%	10'	15'	0'	25'
PROPOSED	4.2 AC.	546'	440'	63,591 SF.	.35	24 %	70'	22.5'	70'	30'

PALM BEACH KENNEL CLUB  
ZONING CG/SE FLU CH/5

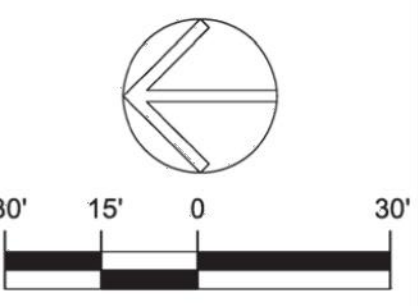


CONGRESS BUSINESS CENTER  
MUPD  
PRELIMINARY SITE PLAN

Revisions:

09/19/2011  
11/01/2011  
11/02/2011  
12/16/2011  
05/11/2012  
06/18/2012  
06-26-2024  
07-17-2024  
08-21-2024  
09-11-2024  
03-14-2025  
05-21-2025  
07-21-2025

North Arrow





## REDEVELOPMENT TRUST FUND

## ATTACHMENT 3

	APPROVED BUDGET FY2025	PROPOSED BUDGET FY2026	INCREASE/ (DECREASE)
<b>REVENUE:</b>			
Balance Brought Forward	600,000	1,500,000	900,000
Ad Valorem Taxes (TIF)	4,505,484	5,512,059	1,006,575
Rental Income	14,400	0	-14,400
Interest	17,000	17,000	0
<b>TOTAL REVENUE</b>	<b>5,136,884</b>	<b>7,029,059</b>	<b>1,892,175</b>
<b>EXPENSES:</b>			
<b>Employee Expenditures:</b>			
Salaries & Wages	554,046	650,000	95,954
Retirement	65,414	75,000	9,586
Insurance - Health/Dental	95,964	116,000	20,036
Payroll Taxes	49,089	69,000	19,911
<b>Total Payroll Expenditures</b>	<b>764,513</b>	<b>910,000</b>	<b>145,487</b>
<b>Professional Expenditures</b>			
Eng. & Const. Coordination	255,000	355,000	100,000
Technical Assistance	100,000	200,000	100,000
Audit Fees	25,000	27,000	2,000
Legal Fees	60,000	70,000	10,000
<b>Total Professional Expenditu</b>	<b>440,000</b>	<b>652,000</b>	<b>212,000</b>
<b>Other Expenditures</b>			
Government Fees & Service	300	500	200
Insurance/Property/Liability	30,000	30,000	0
Landscape & Prop. Maintena	150,000	250,000	100,000
Property Management	50,000	50,000	0
Streetlights/Utilities	110,000	120,000	10,000
Office Rent/Utilities	90,000	95,000	5,000
Advertising			0
Community Garden	130,000	135,000	5,000
Community Activities	100,000	100,000	0
Information Dissemination	60,000	160,000	100,000
Public Transit	0	450,000	450,000
Bank Fees & Charges	2,600	3,000	400
Neighborhood Preserv. Gran	100,000	160,000	60,000
COVID-19 SBA Program	0	0	0
Tenant Buildout Asst.	0	100,000	100,000
Rent Asst. program	0	100,000	100,000
Site Develop. Asst. Program	150,000	200,000	50,000
Dues & Subscriptions	2,500	3,500	1,000
Housing & Economic Devel.	900,000	2,000,000	1,100,000
Staff & Board Development	30,000	40,000	10,000
Office Equipment/Supplies	25,000	35,000	10,000
Miscellaneous	50,471	20,059	-30,412
Transfer to Debt Service Fur	915,000	915,000	0
Transfer to Capital Improv.	1,020,000	500,000	-520,000
<b>Total Other Expenditures</b>	<b>3,915,871</b>	<b>5,467,059</b>	<b>1,551,188</b>
<b>Total Expenditures</b>	<b>5,120,384</b>	<b>7,029,059</b>	<b>1,908,675</b>

## CAPITAL IMPROVEMENT FUND

	APPROVED FY2025	PROPOSED FY2026	INCREASE/ DECREASE
<b>REVENUES:</b>			
Loan Proceed/Property Acqu	\$ 900,000.00	\$ 2,700,000.00	\$ 1,800,000.00
Balance Brought Forward	\$ 1,000,000.00	\$ -	\$ (1,000,000.00)
Solid Waste Authority	\$ -	\$ -	\$ -
Transferred from Trust Fund	\$ 1,020,000.00	\$ 500,000.00	\$ (520,000.00)
USDA Grant	\$ -	\$ -	\$ -
TPA Grant Proceed	\$ 1,000,000.00	\$ 1,000,000.00	\$ -
Other Grants			\$ -
<b>Total Revenue</b>	<b>\$ 3,920,000.00</b>	<b>\$ 4,200,000.00</b>	<b>\$ 280,000.00</b>
<b>EXPENDITURES:</b>			
<b>Construction Projects</b>			
Property Acquisition	\$ 900,000.00	\$ 2,500,000.00	\$ 1,600,000.00
BH Infrastructure Improveme	\$ -	\$ -	\$ -
Donnell	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
Florida Mango	\$ -	\$ 700,000.00	\$ 700,000.00
Cherry and Other Infrastruct	\$ 2,500,000.00	\$ -	\$ (2,500,000.00)
Seminole Blvd	\$ 300,000.00	\$ -	\$ (300,000.00)
Westgate Avenue	\$ 220,000.00	\$ -	\$ (220,000.00)
<b>Total Expenditures</b>	<b>\$ 3,920,000.00</b>	<b>\$ 4,200,000.00</b>	<b>\$ 280,000.00</b>

## Transportation Planning Agency Fund

	APPROVED FY2025	PROPOSED FY2026	INCREASE/ DECREASE	CONSTRUCTION
<b>REVENUES:</b>				
Balance Brought Forward	\$ 3,500,000.00	\$ -	\$ (3,500,000.00)	
BelvedereHeights Phase 1	\$ -	\$ -	\$ -	
Belvedere Heights Phase 2	\$ -	\$ -	\$ -	
Westgate Ave Streetscape	\$ -	\$ -	\$ -	
Seminole Boulevard	\$ -	\$ -	\$ -	
Cherry Road	\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 3,500,000.00</b>	<b>\$ -</b>	<b>\$ (3,500,000.00)</b>	
<b>EXPENDITURES:</b>				
<b>Construction Projects</b>				
Belvedere Heights Phase 1	\$ -	\$ -	\$ -	Completed
Belvedere Heights Phase 2	\$ -	\$ -	\$ -	Completed
Westgate Ave Streetsca[e	\$ 2,000,000.00	\$ -	\$ (2,000,000.00)	2025
Seminole Boulevard	\$ 500,000.00	\$ -	\$ (500,000.00)	2024
Cherry Road	\$ 1,000,000.00	\$ -	\$ (1,000,000.00)	2025
<b>Total Expenditures</b>	<b>\$ 3,500,000.00</b>	<b>\$ -</b>	<b>\$ (3,500,000.00)</b>	



## DEBT SERVICE FUND

	APPROVED FY2025	PROPOSED FY2026	INCREASE/ DECREASE
REVENUES:			
Balance Brought Forward	-	-	-
Accumulated Interest	-	-	-
Transfer from Operating Fun	915,000.00	915,000.00	-
Transfer from Reserve Fund	-	-	-
<b>Total Revenues</b>	<b>915,000.00</b>	<b>915,000.00</b>	-
EXPENDITURES:			
Debt Service:			-
Interest	440,000.00	440,000.00	-
Principal	475,000.00	475,000.00	-
Bank Fees	-	-	-
Paying Agent Fees	-	-	-
Reserve-Future Debt Service	-	-	-
<b>Total Expenditures</b>	<b>915,000.00</b>	<b>915,000.00</b>	-

## RESERVE FUND

	APPROVED FY2025	PROPOSED FY2026	INCREASE DECREASE
REVENUES:			
Balance Brought Forward	\$360,000.00	\$374,000.00	\$14,000.00
Reserve Required	\$0.00	\$0.00	\$0.00
Interest	\$13,160.00	\$14,000.00	\$840.00
<b>Total Revenues</b>	<b>\$373,160.00</b>	<b>\$388,000.00</b>	<b>\$14,840.00</b>
EXPENDITURES:			
Bank Fees and charges	\$160.00	\$170.00	\$10.00
Reserve	\$360,000.00	\$387,830.00	\$27,830.00
Transfer to Reserve Fund	\$13,000.00		-\$13,000.00
<b>Total Expenditures</b>	<b>\$373,160.00</b>	<b>\$388,000.00</b>	<b>\$14,840.00</b>



*Zenora Kerr Ward, CPA*

## **Ward & Company, P.A.**

**CERTIFIED PUBLIC ACCOUNTANTS**

5725 Corporate Way, Suite 106

West Palm Beach, FL 33407

P: (561) 697-9468 F: (561) 697-5277

August 5, 2025

Board of Directors  
Westgate/Belvedere Homes  
Community Redevelopment Agency  
1280 N. Congress Avenue, Suite 215  
West Palm Beach, FL 33409

Please find enclosed our engagement letter for audit services for the year ending September 30, 2025.

The organization should prepare the management's discussion and analysis (MD&A), financial statements and footnotes, as part of its presentation of audit documents provided to the auditor. An outside CPA firm or consultant can be used to assist in the preparation of these financial statements including footnotes. Also review Community Redevelopment Agency Florida Compliance Requirements to ensure proper implementation and implement any required GASB Pronouncements, and compliance of Loan Agreement with Truist Bank.

Per conversation with management, no single audit is required for the year ended September 30, 2025. Should, during the course of the audit, it be determined that a single audit is required, we will revise our engagement accordingly. We will send a document request list by August 15, 2025 to assist staff in preparing for the audit.

If you have any questions please give me a call at the above telephone number.

Thank you for your consideration of Ward & Company, P.A. for your auditing services.

Sincerely,

Zenora Kerr Ward

ZKW:cyc

Enclosure



## Ward & Company, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

5725 Corporate Way, Suite 106  
West Palm Beach, FL 33407

P: (561) 697-9468 F: (561) 697-5277

August 5, 2025

Board of Directors  
Westgate/Belvedere Homes  
Community Redevelopment Agency  
1280 N. Congress Avenue, Suite 215  
West Palm Beach, FL 33409

We are pleased to confirm our understanding of the services we are to provide Westgate/Belvedere Homes Community Redevelopment Agency for the year ended September 30, 2025.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Westgate/Belvedere Homes Community Redevelopment Agency as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Westgate/Belvedere Homes Community Redevelopment Agency's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Westgate/Belvedere Homes Community Redevelopment Agency's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Supplemental schedule of budgetary comparison information for the year ended September 30, 2025
- 3) Supplemental schedule of proportionate share of net pension liability
- 4) Supplemental schedule of contributions – pension plans

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Westgate/Belvedere Homes Community Redevelopment Agency and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Cash
- Retention Assets
- Prepaid Project Costs
- Pension Liability and Disclosures
- Truist Bank Loan Payment, Covenants and Disclosures

Planning for the current year audit has not been completed. The above risks are based on the prior year's audit and modifications may be made.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and

obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Westgate/Belvedere Homes Community Redevelopment Agency's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to

persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes. You will be required to acknowledge in the management representation letter our assistance with



preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Auditor General; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Ward & Company P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Auditor General or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Ward & Company P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Auditor General. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Zenora Kerr Ward is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately September 15, 2025 (Interim) and November 11, 2025 (Final) and to issue our reports no later than February 12, 2026.

Our fee for services is estimated to range from \$27,000 to \$29,000 plus out-of-pocket costs (such as report reproduction, confirmation service provider fees, word processing, postage, travel, copies, etc.). Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. In accordance with our firm policy, we require a retainer of \$9,500 prior to commencement of the audit.

Westgate/Belvedere Homes

Community Redevelopment Agency

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## Reporting

We will issue a written report upon completion of our audit of Westgate/Belvedere Homes Community Redevelopment Agency's financial statements. Our report will be addressed to Board of Directors of Westgate/Belvedere Homes Community Redevelopment Agency. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Westgate/Belvedere Homes Community Redevelopment Agency is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We are providing you with a copy of our most recent peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Westgate/Belvedere Homes Community Redevelopment Agency and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

A handwritten signature in blue ink that reads "Ward & Company, P.A." in a cursive script.

Ward & Company, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Westgate/Belvedere Homes Community Redevelopment Agency.

Management signature:

\_\_\_\_\_

Title: \_\_\_\_\_

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

Governance signature:

\_\_\_\_\_

Title: \_\_\_\_\_

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