

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

**January 12, 2026**

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

Mr. Daniels, the Board Chair, called the meeting to order at 5:04 p.m. The roll was called by Ms. Bui.

**Present:** Ronald L. Daniels  
Joanne Rufty  
Juan Groves  
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:**

**Zoom Attendees:**

**II. AGENDA APPROVAL**

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

- No Additions, Deletions, Substitutions to Agenda
- **It was moved by Ms. Rufty and seconded by Ms. Haggerty to adopt the agenda as presented. Motion carried (5-0)**

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

- It was moved by Ms. Haggerty and seconded by Ms. Wolliston to adopt December 8, 2025, minutes. Motion carried (5-0)

**IV. PUBLIC COMMENT**

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**V. DISCLOSURES**

- No Disclosures

**VI. CONSENT AGENDA**

- No Consent Agenda

**VII. REGULAR AGENDA**

**1. Approval of Work Assignment #2 for Kimley-Horn and Associates, Inc. to Assist with Traffic Mitigation Work Plan**

Mr. Michel and made a presentation to the Board.

The Westgate CRA is processing a text amendment to the Comprehensive Plan to increase the number of bonus density units available for residential development within the CRA boundaries. As part of the approval process for this change, a five-year work program must be developed to identify the budget and timeline for transportation and mobility improvements, as coordinated with the CRA.

Staff is working with Kimley-Horn to prepare the plan.

The scope of work includes:

- Compilation, organization, and consolidation of initiatives into major categories, including, but not limited to: Infrastructure, Programmatic, Regulatory/Code, and Planning.
- Incorporation of information and direction from the CRA, as outlined in the September 10, 2025, Justification Statement and subsequent reports.
- Preparation of narrative descriptions for identified work program projects, including general construction limits.
- Development of high-level, order-of-magnitude planning cost ranges for budgeting and policy discussion.
- Identification of potential funding pathways and categories, including CRA allocations, transportation funding, technical assistance funding, and partner agency participation.
- Identification of potential implementation partners, recognizing that future phases of work may be delivered by the CRA, the City, the County, partner agencies, or other

consultants through separate procurements. • Integration of planning assumptions related to CRA TIF allocations, as directed by CRA staff. • Preparation of a high-level monitoring and reporting framework describing planning-level considerations for transportation mitigation, CRA investment tracking, and coordination topics applicable to FDOT, Palm Beach County, and other agencies. After completing the tasks above, they will provide a consolidated draft workplan document to the CRA, including a project framework, planning-level summaries, preliminary phasing, funding and implementation considerations, and a monitoring/reporting framework. Moreover, the firm will consolidate comments from the CRA and the County and incorporate relevant revisions for the final workplan document summarizing the transportation and mobility framework to produce the final workplan documentation. Furthermore, the firm will prepare for and attend up to 10 project team meetings, public outreach meetings, and conference calls associated with the project as requested.

Staff recommend that the Board authorize Work Assignment #2 to Kimley-Horn for assisting CRA with the required Traffic Mitigation Work Plan for an amount not exceeding \$29,500.

After the presentation of the item, discussion ensued.

Ms. Haggerty noted that Task 1 was due on January 15 and asked whether the firm could deliver the product in three days from the date of the meeting.

Mr. Michel clarifies that the firm has been working on this task per staff request to help the CRA meet a deadline to stay on the February 4<sup>th</sup> Board of County Commissioners Comprehensive Plan meeting to consider the adoption of the CRA's Comprehensive Plan text amendment.

Mr. Daniels asked when did the staff find out that this report was going to be needed for the February 4<sup>th</sup> meeting?

Staff added that it was over the December holiday period that County staff determined the type of Work Plan that the CRA needed to provide to support the request for the Comprehensive Plan text amendment. It is at that point that staff started working with the consultant to prepare the plan requested by the Planning and Engineering staff of Palm Beach County.

Mr. Daniels expressed concern about staff authorizing work to consultants before obtaining board approval. He recommended that work should never be authorized without prior Board approval. In case of a deadline, staff can ask for a special meeting to seek Board approval.

The Board instructed staff, going forward, to always seek Board approval before authorizing consultants' work for such a large amount of money. By letting them do work before the board approval, the consultants would be at risk if the board did not approve the item.

Staff agreed and reiterated that this was needed to meet a deadline that, if missed, could delay the bonus density request for several more months.

**It was moved by Ms. Haggerty and seconded by Ms. Ruffy to authorize Work Assignment #2 to Kimley-Horn to assist the CRA with the required Traffic Mitigation Work Plan for an amount not exceeding \$29,500. The motion passed unanimously (5-0)**

**2. Approval of Work Assignment #3 for Kimley-Horn and Associates Inc. to Assist with Palm Beach MPO Grant Application for Wabasso Drive**

Mr. Michel made a presentation to the Board.

The CRA is applying for an MPO's Transportation Alternatives (TA) grant for a roadway project on Wabasso Drive, between Okeechobee Boulevard and Westgate Avenue. Staff will be working with Kimley-Horn and Associates, Inc., for technical assistance and support throughout the grant application process.

The scope of work includes:

- Development and review of project concept for consistency with TA eligibility and scoring criteria.
- Development of: One (1) conceptual typical section, one (1) plan-view exhibit illustrating the general location of the project and conceptual layout, and up to three (3) cross-sections sufficient for grant application purposes
- Preparation of planning-level figures and graphics to support the application (e.g., location map, site photo exhibits).
- Technical input to and development of cost estimate framework (quantity estimates, assumptions, and scope alignment).
- Coordination support for, and participation in, the required pre-application meeting with MPO and FDOT staff.
- Technical assistance with responses to application narrative items requiring engineering judgment or clarification.
- Internal quality control review for technical consistency prior to submittal. The firm will provide technical exhibits and support materials suitable for inclusion in the TA grant application package.

Kimley-Horn will also provide technical support for one (1) public outreach meeting to satisfy TA program public involvement requirements. Work under this task shall include:

- Preparation of meeting exhibits (conceptual plans, cross-sections, and presentation boards).
- Attendance at one (1) public meeting (in-person or virtual, as directed by the Client).
- Documentation support for meeting outcomes (sign-in support, summary notes, and technical clarifications as needed for application documentation).

Finally, Kimley-Horn will provide technical assistance throughout the TA application review and vetting process through the May 1, 2026, deadline, consistent with the MPO/FDOT program schedule. Work under this task shall include: • Technical responses to MPO and FDOT requests for clarification during application review. • Support for field review coordination and follow-up technical input. • Revisions to conceptual exhibits or cost assumptions based on agency comments. • Participation in weekly or bi-weekly coordination calls or meetings related to application eligibility or constructability. • General advisory support related to TA program requirements and schedule milestones.

Staff recommend that the Board approve work assignment #3 for Kimley-Horn and Associates, Inc., to provide assistance for the MPO grant application for Wabasso Dr. for a fee not exceeding \$39,000.

**It was moved by Ms. Haggerty and seconded by Ms. Rufty to approve work assignment #3 for Kimley-Horn and Associates, Inc., to provide assistance for the MPO grant application for Wabasso Dr. for a fee not exceeding \$39,000. The motion passed unanimously (5-0)**

### 3. Approval of 5-Year CRA Traffic Mitigation Work Plan

Mr. Michel made a presentation to the Board.

The Westgate CRA and Palm Beach County Planning Department are processing a Comprehensive Plan Text Amendment to increase the CRA's Zoning Overlay bonus density pool. The Comprehensive Plan currently provides 1,300 bonus units to increase residential density beyond the underlying future land-use density. Of the 1,300 units, the CRA has already committed approximately 700 units to projects that have been built, are entitled, or are in the entitlement process. The amendment proposes to change the number of bonus units allowed from 1,300 to 4,300. The additional units will accommodate residential developments projected for short- and long-term horizons. The text amendment was initiated on August 28, 2024, and transmitted on November 5, 2025. The final step, the Board of County Commissioners' adoption hearing, is scheduled for February 4, 2026.

It is believed that more residential units built in the CRA will generate more traffic. Before the text is adopted, the CRA has been asked to adopt a Traffic Mitigation Work Plan that proposes implementing strategies to address transportation congestion in the area. Over the last two months, staff have worked with Kimley-Horn to draft the required 5-Year plan. It includes over a dozen projects and programs that can be implemented from 2026 to 2030. They fall into four categories, namely infrastructure, programmatic, planning, and regulatory, and are expected to cost \$6.25 million. Their implementation is predicated on the availability of funding and on collaboration with Palm Beach County, the City of West Palm Beach, the Palm Beach Metropolitan Planning Agency (MPO), FDOT, West Palm Beach Go, City of West Palm Beach,

and CRA stakeholders. A list of all the projects is included in the work plan. However, some of them have been contemplated by the CRA for some time, such as the Wabasso Drive streetscape, Congress Avenue intersection improvements, the Congress Avenue sliver (a.k.a. heart trail) transit improvements, the on-demand ride service pilot, TDM programming, and downtown West Palm Beach connections. This is a draft. Staff and Kimley-Horn will continue to work on the documents and bring them back to the CRA Board for final approval. This draft needs to be approved to support the BCC adoption hearing scheduled for February 4, 2026.

Staff recommends that the Board approve the 5-Year Traffic Mitigation Work Plan as presented.

During the board discussion, Mr. Daniels raised concerns about two of the projects listed in the work plan spreadsheet. There are projects #4, Congress Avenue and Okeechobee Boulevard Intersection Improvement, and #5, Congress Avenue and Belvedere Road Intersection Improvement. He indicated that paying for work at those two intersections can be problematic, since the CRA is not supposed to spend its funds on work outside its boundaries. The board instructed staff to remove those two projects until staff know how the work for the two intersections will be funded.

**It was moved by Ms. Haggerty and seconded by Ms. Wolliston to approve the draft plan without including funding for projects #4 and #5. The motion passed unanimously (5-0)**

#### **4. Approval of 2026 Monthly Board Meeting Dates**

Mr. Michel made a presentation to the Board.

The board meeting will be held on the second Monday of every month except for October, when it can be moved to the first Monday, October 5, 2026, due to a federal holiday.

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

**It was moved by Ms. Haggerty and seconded by Ms. Wolliston to approve the meeting dates as presented. The motion passed unanimously (5-0)**

## **VIII. STAFF REPORTS**

The Cherry Road Streetscape, including light poles, landscaping, and sidewalks, has been installed. The entire project is scheduled to be substantially completed by the end of December 2025.

Ms. Bui reminded the Board that there will be a Food Distribution at American Legion Post 141 on January 13<sup>th</sup>. Community Meeting will be held on January 20<sup>th</sup> from 5:30 p.m. to 8:30 p.m. located at Westgate Parks and Recreation.

**IX ATTORNEY’S REPORTS**

The CRA’s general counsel suggested that documents requiring legal review be submitted several days before the agenda’s publication. If he has changes or suggestions, he can provide them before the agenda is published. The Work Assignments he was asked to review are not technically legal documents, but if they were, he would have asked to remove them from the agenda because they were submitted to his office too late for review.

**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 6:18 p.m.**

  
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Mai Bui

Redevelopment Specialist/Administrative Assistant