

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

**November 08, 2021**

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

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

**Present:** Ronald L. Daniels  
Joanne Rufty  
Ruth Haggerty  
Joseph Kirby

**Absent:** Ralph Lewis  
Enol Gilles  
Yeraldi Benitez

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

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

**II. AGENDA APPROVAL**

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

- Loan Forgiveness from the Westgate CRA COVID-19 Small Business Emergency Relief Forgivable Loan Program for Corcyd LLC dba Tint World, Inc. agenda as #2.
- Add Interlocal Agreement with Palm Beach County for the design and Construction of Westgate Avenue Streetscape from Wabasso Drive to Congress Avenue to regular agenda as #4.
- Add Approval of Funding for Parks Decoration and Holiday Activities for the Westgate Community to regular agenda as #5.

**2. Adoption of Agenda**

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

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

- It was moved by Ms. Haggerty and seconded by Ms. Ruffy to adopt the minutes of the October 04, 2021 meeting. Motion carried (4-0)

**IV. PUBLIC COMMENT**

- PBSO Deputy Gomez and Deputy Robinson gave a brief report to the Board about police activities in the Westgate CRA area for the previous month.

**V. DISCLOSURES**

- No disclosures

**VI. CONSENT AGENDA**

- **Loan Forgiveness from the Westgate CRA COVID-19 Small Business Emergency Relief Forgivable Loan Program for Anything Electric, Inc.**
- **Loan Forgiveness from the Westgate CRA COVID-19 Small Business Emergency Relief Forgivable Loan Program for Corcyd LLC dba Tint World, Inc.**

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

**VII. REGULAR AGENDA**

**1. Amendment of Danza Group Option Agreement**

Mr. Michel introduced the item. On February 24th, 2021, the effective date, the CRA executed an option agreement to transfer ownership of five parcels owned by the CRA to the Danza Group to develop a mixed-use project on the Seminole Blvd site consisting of approximately 10,000 sf of commercial space and 36 residential units provided that the following terms are met. Danza has one year from the effective date to exercise the option. Danza should pay an option fee of \$1,000. Danza shall demonstrate to the reasonable satisfaction of the WCRA proofs of funding for the project. Also, Danza shall obtain all land

development approvals from Palm Beach County for the Development. In addition, the Group shall pay \$400,000 to acquire the CRA owned lots.

Danza is asking to modify the agreement to include seven parcels. The first five parcels are owned by the CRA, the sixth parcel was purchased this week by the CRA, and the seventh parcel will be acquired by Danza directly.

Danza has also requested to amend the option agreement to reduce the \$400,000 purchase price to \$250,000 a reduction of \$150,000 from the original price.

This new purchase price will include the five original parcels and the newly acquired sixth parcel which was acquired almost completely with a Community Development Block Grant approved for the project (\$237,247 CDBG, \$67,000 CRA).

Danza has acquired a contract to purchase the seventh parcel for \$300,000 and plan to fully close on the property at the beginning of 2022 at the owner's request. A deposit of \$30,000 has been placed in escrow for the transaction.

The most significant modification in the requested amendment is the reduction of \$150,000 in the purchase price, from \$400,000 to \$250,000. Making all seven parcels part of the agreement is inconsequential. The intention has always been to develop all the seven parcels together; however, it would be prudent to make all the transfers after the Group has met all the conditions included in the option agreement.

The Danza Group has engaged a HUD approved architect, Zyscovich Inc., to design the project and has also hired a local planner, Aaron Taylor of Arc Development Global, to submit the land development entitlement request. A preliminary site plan has been developed. The Group is also working with the Department of Housing and Economic Sustainability and HUD to finance the construction.

Danza seems to be on a path to successfully develop the site. This development is forecasted to invest approximately 10 million dollars in the CRA, generate an annual tax revenue of about \$80,000 a year, create 34 construction jobs, 4 permanent jobs equivalent and an annual impact of one million dollars to the local economy.

Staff recommends that the Board approve the amendment to the requested amount or to an amount chosen by the Board.

**It was moved by Ms. Haggerty and seconded by Ms. Rufty to approve the amendment. The motion passed unanimously (4-0)**

## **2. Authorization to Issue RFQ for 3473 and 3483 Nokomis Avenue**

Mr. Michel presented that on November 1, 2021, the CRA purchased a duplex, on Nokomis Avenue for future redevelopment. Staff is seeking permission to issue a

Request for Qualification to select a developer to redevelop the site in a manner that will contribute to the revitalization of the area in accordance with the CRA Redevelopment Plan.

Staff recommends that the Board authorize the issuance of an RFQ to select a developer for the Nokomis site.

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to authorize the issuance of an RFQ. The motion passed unanimously (4-0)**

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

Mr. Michel introduced the item. This Policy and Procedure recommendation is prepared to guide the Agency in selection and use of Information Technology (IT). It provides guidelines the CRA will use to administer these policies with the correct procedure to follow. IT Policies and Procedures are now required by all public agencies. The policy covers the purchase of hardware and software that the Agency needs to operate. It also addresses policies regarding the use of software and computer equipment. Policies regarding IT security, website, internet, emails and personal mobile devices are included in this document. This policy also allows the CRA to contract with IT experts for services that the CRA may need.

Staff recommends approval of the IT Policy and Procedure Manual.

**It was moved by Ms. Haggerty and seconded by Mr. Kirby to approve the IT Policy and Procedure Manual. The motion passed unanimously (4-0)**

### **4. Interlocal Agreement with Palm Beach County for the design and Construction of Westgate Avenue Streetscape from Wabasso Drive to Congress Avenue.**

Mr. Michel introduced the item. The CRA is implementing a grant received from Florida Department of Transportation through Palm Beach County Transportation Agency to reconfigure and reconstruct Westgate Avenue between Wabasso Drive and Congress Avenue. The five-lane urban section will be reduced to a three-lane urban section. The reconfiguration also includes the addition of bike lanes, wider sidewalks, parallel parking, landscaping, and decorative streetlights. FDOT requires that the grant be administered by Palm Beach County which is the appropriate Local Agency Program (LAP) certified to implement FDOT projects.

The County has executed an Agreement with FDOT to implement the project.

The County reserves the right to modify the project for future improvement before the expiration of useful life of the project. In such case, the County expects the CRA to support reconfiguration and relocation of the project from the County's right-of-way; and

reimburse the County if the County is required to repay or return any funds expended for the project.

The County agrees to design and construct the project according to the approved design section included the grant application.

The County agrees to enter into a LAP Agreement with FDOT. The County agrees to hire design consultant to produce plans, acquire necessary permits, and prepare required LAP documentation for FDOT.

The County will prepare bid documents and contract for construction of the Project, including overseeing the bidding process, and contract finalization. The County will hire Construction Engineering and Inspection (CEI) or use in-house staff to administer contract for construction of the Project as required by LAP. This includes engineering coordination.

The CRA is responsible to forward all grant requirements and conditions received from FDOT to the County, forward all background information received for the project to the County, provide specific guidance and information regarding the project scope, perform all public coordination, and address all public information request regarding the project.

The CRA is responsible to provide funding for the project before a contractor is selected.

The CRA shall be responsible to pay for all costs associated with the projects.

The CRA will also be responsible to maintain the project after it is completed.

In February of 2020, the CRA approved a Memorandum of Understanding for this project.

Staff recommends that the Board authorizes the Board Chair to execute the Agreement with the County for the Westgate Avenue Streetscape project.

**It was moved by Ms. Haggerty and seconded by Ms. Rufty to authorize the Board Chair to execute the Agreement. The motion passed unanimously (4-0)**

**5. Approval of Funding for Parks Decoration and Holiday Activities for the Westgate Community**

Mr. Michel introduced the item. To encourage more community activities in the CRA, this year it is planned to decorate the Oswego Oaks Neighborhood Park and the Dennis P. Koehler Preserve. One activity, a concert, a play, a movie, or something else is being planned for the month of December. These activities are estimated to cost \$14,000. Funds for this activity can be taken from the community event budget line item.

Staff recommends that the Board authorize the spending of up to \$14,000 to decorate the Parks and organize one activity in the community.

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to authorize the spending of up to \$14,000 to decorate the Parks and organize one activity in the community. The motion passed unanimously (4-0)**

## **VIII. STAFF REPORTS**

There were eleven request for the Covid Forgiveness loan, all eleven loans were approved. The program is now close.

The Belvedere Heights drainage and water main replacement is moving on schedule. Phase I sidewalk and streetlight has started.

Hoops for Turkey will be on November 18, 2021 at the Oswego Oaks Park.

WCRA and OCR will be handing out turkeys at the Westgate Community Garden on November 22, 2021.

## **IX. AJOURNMENT**

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to adjourn the meeting. The meeting adjourned at 5:55p.m.**

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