

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

February 14, 2022

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

Mr. Daniels, the Board Chair, called the meeting to order at 5:03p.m. The roll was called by Ms. Bui.

**Present:** Ronald L. Daniels  
Joanne Ruffy  
Enol Gilles  
Ralph Lewis  
Ruth Haggerty

**Absent:** Joseph Kirby  
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, Monique, John Donaldson, Scott, Joni Brinkman, Kyle Laptop, Beth, Elle Zach (All Virtually Via Zoom)

**II. AGENDA APPROVAL**

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

The following modifications was made to the Agenda

- Item #2 "Schmidt Nichols Work Authorization and Proposal for Planning Services for Unified Land Development Code (ULDC) Amendments" was moved to consent agenda.
- Item #3 "Approval of Time Extension for All Site Construction Contract" became item #1 on the Regular Agenda.
- "Approval of Internal Audit Policy" was added to the Regular Agenda as item #2

- Item #1 "Approval of the Hangar & Airfield Business Park for Vehicle Sales & Rental, Light, for Warehouse & Assembly Membership Not for Profit Uses and related Waivers and Variances" became Item #3 on the Regular Agenda.

## **2. Adoption of Agenda**

- It was moved by Ms. Haggerty and seconded by Ms. Ruffy to adopt the Agenda as amended. Motion carried (5-0)

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

- It was moved by Ms. Haggerty and seconded by Ms. Ruffy to adopt the January 10, 2022 minutes. Motion carried (5-0)

## **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**

- Schmidt Nichols Work Authorization and Proposal for Planning Services for Unified Land Development Code (ULDC) Amendments.

**It was moved by Ms. Ruffy and seconded by Ms. Haggerty to approve the consent agenda. The motion passed unanimously (5-0)**

## **VII. REGULAR AGENDA**

### **1. Approval of Time Extension for All Site Construction Contract**

Mr. Michel introduced the item. The CRA had entered a contract with All Site Construction to complete a dog park on Oswego Ave. and Seminole Blvd. on September 13, 2021. However, certain circumstances not controlled by staff, or the contractor have caused some delays to the project. According to the contract the project should have reached

substantial completion on January 14, 2022, but the contractor was not able to meet that deadline. Additional electric work took more time to design. Some delays were experienced in obtaining quotes and installation of water meter. The Master Permit was not issued until November 24, 2021. Because of these delays, the contractor was not able to meet the completion deadline. The contractor is asking to have until March 24, 2022, to substantially complete the project.

The project is now back on track. Staff is confident that the Contractor is progressing well enough to meet the new deadline.

**It was moved by Ms. Rufty and seconded by Ms. Haggerty to approval time extension. The motion passed unanimously (5-0)**

## **2. Approval Internal Audit Policy**

Mr. Michel presented the item.

### **A. Selecting Independent Auditor**

1. The CRA should hire an independent consultant, in addition to the external auditor that audits annually the CRA's financial records.
2. The CRA will use the independent consultant to review periodically the financial records and review the CRA's compliance with local and state reporting requirements.
3. The Consultant who reviews periodically the financial records should be a Certified Public Accountants (CPA).

### **B. Frequency of Audits**

1. The CRA will use an independent consultant (a CPA) to review the CRA's financial records quarterly and make recommendation to administration for correction before the general audit takes place.
2. The CRA will use an independent CPA to review the CRA's compliance with local and state requirements two times a year. Recommendation for correction should be considered by the CRA before the general audit takes place. Those reviews should take place before CRA compliance reporting are due, per state guidance and timelines.

### **C. Scope of Audit**

1. The quarterly financial review should include but not limited to:
  - a. Review of all purchases of \$1,000 or greater for proper recording
  - b. Reconciliation of all expenses of \$1,000 or greater
  - c. Review all account payables

- d. Review all account receivables and deliverables
  - e. Review allocations between funds
  - f. Reconcile grant reporting and status
  - g. Other tasks as deemed necessary
2. The review of the local and state requirements shall include but not limited to the following:
- a. Review reporting requirements for any new report added by law during the year.
  - b. Review submittal of the following annual reports:
    - I. Website filing of up to date CRA detailed district information (Ch. 189)
    - II. CRA budget is posted on official CRA website pages two days prior and 30 days after adoption (September/October) (Ch. 189)
    - III. Annual filing fee \$175 and any updates to FL Special District Office (Dec) (Ch. 189)
    - IV. Inclusion of CRA in annual financial report (AFR/CAFR) of governing body (within 45 days after the completion of the audit or by June 30) (Ch. 218)
    - V. CRA local annual report completed w notice in newspaper (March) (Ch. 163 Part III)
    - VI. Copy of annual audit to each taxing authority and to Auditor General (45 days after completion or June 30) (Ch. 218)

It is the responsibility of the CRA administration to ensure that these procedures are followed. Any finding of significance should be reported to the CRA Board and included in the Annual Audit Report.

**It was moved by Ms. Haggerty and seconded by Mr. Lewis to approve the Internal Audit Policy. The motion passed unanimously (5-0)**

**3. Approval of the Hangar & Airfield Business Park for Vehicle Sales & Rental, Light, for Warehouse & Assembly Membership Not for Profit Uses and related Waivers and Variances**

Ms. Pennell presented the item and Hangar Group made a presentation to the Board. The subject +/- 11.7-acre site is located on the east side of Congress Avenue near the northeast corner of Congress Ave. and Belvedere Rd. The site, once a collateral property to the larger +/- 47-acre Palm Beach Kennel Club (PBKC or Kennel Club) property to the west, was recently purchased from the owners of the Kennel Club by The Hanger Bravo, LLC., the applicant.

The entire site is within the UG (Urban General) Sub-area of the WCRAO, and within multiple zoning districts: RM (Multifamily Residential), CN (Neighborhood Commercial), and CG (General Commercial). The site has a Future Land Use designation (FLU) of CH/8 (commercial high with an underlying residential land use of 8 du's/acre). The site is in the U/S (Urban/Suburban) Tier, the RRO (Revitalization and Redevelopment Overlay), the URA (Urban Redevelopment Area), and in the Westgate CCRT area.

The applicant proposes to develop the former Kennel Club collateral property with a mix of complimentary, collocated uses, anchored by "The Hangar" on the northern portion of the site described by the applicant as "a unique private garage country club comprised of warehouses for condominium ownership by private collectors", which also includes an owner's lounge for common use, meetings and socializing.

On the southern portion of the site additional warehouse, and boutique vehicle repair and sales uses; these uses would be open to the public, whereas the Hangar units would be privately owned and inaccessible by the general public.

Given its acreage and location, the site, once developed, will dramatically bolster the CRA's TIF, which allows the Agency to continue redevelopment activities that benefit the entire community. The CRA also projects that development on this site will be met with enthusiasm in real estate investments circles, shining a light on the redevelopment area and the potential it holds, ideally generating cascading economic development and ancillary uses. CRA Staff estimates that based on current County millage rates, purchase price, assessed and improvement values, and anticipated construction costs, the taxable value of the property, once fully built, is estimated at \$300,000 of annual TIF contributions to the CRA, with predicted increases as hangar units are bought and sold over time.

### **Summary of Petition**

The application requests the following approvals:

1. Rezoning from the CG, General Commercial, CN, Neighborhood Commercial, and RM, Multi-Family Residential, zoning districts to the MUPD, Multiple Use Planned Development, zoning district ("Rezoning");
2. Class A Conditional Use approval to allow +/- 14,750 square feet of Vehicle Sales and Rental Light use ("Conditional Use");
3. Type 2 Variance from ULDC Section 7.C.4.A.1.a to allow one (1) landscape island per nineteen (19) parking spaces with a maximum spacing of four hundred seventy-five feet (475') in lieu of the requirement for one (1) landscape island per ten (10) parking spaces with a maximum spacing of one hundred feet (100');
4. Development Review Officer ("DRO") Approval for +/- 6,000 square feet of Assembly Membership Non-Profit use; and
5. DRO Approval for +/- 205,720 square feet of Warehouse use. (Approvals collectively referred to herein as "Project"); and,

6. 841 net external daily trips; 76 net am peak hour and 96 net pm peak hour trips to be allocated from the WCRA Transportation Concurrency Exception Area (TCEA) pool.

Also, a code amendment is needed to allow the project to move forward since warehouse is not allowed in the WCRA Overlay in the UG sub-area where the project is located. There are two options for amendments that can facilitate the project. The first option is a text amendment to the WCRA overlay use regulations table that would allow warehouse use in the UG sub-area, but it is not prudent to open up the whole UG area for warehouse or light industrial uses. The second option, favored by staff, is to redraw the sub-area map and include the Hangar site into the UI (Urban Industrial) where warehouse is already allowed. Though, option two is preferred, staff will continue to work with the developer and County staff to find a path where the project can be approved without delay.

CRA Staff will seek Board approval of the necessary companion WCRAO amendment when justification for such amendment has been fully developed by CRA Staff and vetted by the County's Zoning Division, prior to routing through the LDBRAB/LDRC review process.

**B. Recommendation:** Staff requests CRA Board recommendation of approval for the following:

1. Rezoning from the CG, General Commercial, CN, Neighborhood Commercial, and RM, Multi-Family Residential, zoning districts to the MUPD, Multiple Use Planned Development, zoning district ("Rezoning");
2. Class A Conditional Use approval to allow +/- 14,750 square feet of Vehicle Sales and Rental Light use ("Conditional Use");
3. Type 2 Variance from ULDC Section 7.C.4.A.1.a to allow one (1) landscape island per nineteen (19) parking spaces with a maximum spacing of four hundred seventy-five feet (475') in lieu of the requirement for one (1) landscape island per ten (10) parking spaces with a maximum spacing of one hundred feet (100');
4. Development Review Officer ("DRO") Approval for +/- 6,000 square feet of Assembly Membership Non-Profit use; and
5. DRO Approval for +/- 205,720 square feet of Warehouse use. (Approvals collectively referred to herein as "Project"); and,
6. 841 net external daily trips; 76 net am peak hour and 96 net pm peak hour trips to be allocated from the WCRA Transportation Concurrency Exception Area (TCEA) pool.

Board members asked the consultants several questions regarding taxes, construction time frame. It was indicated that the project will not be seeking any tax abatement and should be completed within four years.

**It was moved by Mr. Lewis and seconded by Mr. Gilles to approve the staff recommendations for the approval of the Hangar & Airfield Business Park. The motion passed unanimously (5-0)**

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

Staff with working with Fire Rescue to demolish the properties.

Celebrate Westgate will be on April 9, 2022.

Rooney 5K Run will be on April 16, 2022.

Design of Westgate Avenue is completed. Request for construction bid is being issued.

Belvedere Heights Phase 2 for the drainage project has started.

#### **IX. AJOURNMENT**

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

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