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Mayor Keith A. James  
Commission President Christina Lambert (District 5)  
Commissioner Cathleen Ward (District 1)  
Commissioner Shalonda Warren (District 2)  
Commissioner Christy Fox (District 3)  
Commissioner Joseph A. Peduzzi (District 4)

City Administrator Faye W. Johnson  
City Attorney Kimberly Rothenburg  
City Clerk Shaquita Edwards

**City of West Palm Beach  
City Commission  
Agenda  
Monday, August 4, 2025  
5:00 PM**

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three days prior to any proceeding, contact the City Clerk's Office, 401 Clematis Street, West Palm Beach, FL 33401, (561) 822-1210.

**1. CALL TO ORDER**

**2. MOMENT OF SILENCE**

**3. PLEDGE OF ALLEGIANCE**

**4. CIVILITY AND DECORUM**

The City of West Palm Beach is committed to civility and decorum by its officials, employees and members of the public who attend this meeting. The City Code, Secs. 2-31(8), 2-31(18) and 2-31(22), provides in pertinent part:

- Officials shall be recognized by the Chair and shall not interrupt a speaker.
- Public comment shall be addressed to the City Commission as a whole and not to any individual on the dais or in the audience.
- Displays of anger, rudeness, ridicule, impatience, lack of respect and personal attacks are strictly prohibited.
- Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted.
- Offenders may be removed from the meeting.
- Any person desiring to address the Commission **shall** file a written request with the city clerk prior to consideration of the matter by the Commission or prior to the public comment portion of a meeting. The person wishing to speak **shall** complete a comment card for each agenda item the person wishes to address, which **shall** include the person's full name, address, and the numbered agenda item. The person will not be recognized if the comment card is not completed.

## 5. ADDITIONS / DELETIONS / REORGANIZATION OF AGENDA

## 6. CONSENT CALENDAR

All items listed under the consent calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items.

- 6.1. Resolution No. 176-25 for the execution of a Utility Work by Highway Contractor Agreement (UWHCA) with the State of Florida Department of Transportation (FDOT) for incidental City Utility Work in conjunction with State Road No. 882/Forest Hill Boulevard Milling & Resurfacing Project (from East of Lake Clarke Drive to US-1/Dixie Highway).

**Originating Department:**

Public Utilities

**Ordinance/Resolution:**

RESOLUTION NO. 176-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA, APPROVING A UTILITY WORK BY HIGHWAY CONTRACTOR AGREEMENT (UWHCA) BETWEEN THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND THE CITY OF WEST PALM BEACH RELATING TO FDOT'S MILLING AND RESURFACING PROJECT ON STATE ROAD NO. 882/FOREST HILL BOULEVARD FROM EAST OF LAKE CLARK DRIVE TO US-1/DIXIE HIGHWAY; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Background Information:**

In July 2026, the Florida Department of Transportation (FDOT) will be soliciting bids for the improvements of State Road No. 882/Forest Hill Boulevard Milling & Resurfacing project from East of Lake Clarke Drive to US-1/Dixie Highway("FDOT Project"). The FDOT Project involves milling and resurfacing, incidental sidewalk and driveway replacement, lighting, and signalization improvements. Within the 1.10-mile length FDOT Project corridor, incidental improvements of the City's existing utilities will be required (Utility Work). The Utility Work involves adjustment of water valve boxes and manhole covers to final grade. The construction by FDOT is anticipated to begin in October 2026 for an estimated duration of twelve (12) months.

FDOT and the City have determined that it is in the best interest of the public and to the economic advantage of both parties to enter into a Utility Work by Highway Contractor Agreement (UWHCA) to accomplish the City's utility improvements ("Agreement"). Accordingly, the City's related utility work will be competitively bid as part of the FDOT project and constructed by the FDOT Contractor. Under the terms of the Agreement, the City shall reimburse FDOT a total estimated amount of \$52,416 for the cost of the Utility Work. This amount includes the cost of utility items, plus a ten percent (10%) construction contingency and a two percent (2%) CEI (Construction Engineering & Inspection).

Resolution No. 176-25 approves the UWHCA with FDOT for the City's incidental utility adjustment within State Road No. 882/Forest Hill Boulevard Milling & Resurfacing from East of Lake Clarke Drive to US-1/Dixie Highway.

Commission District 5: Commissioner Christina Lambert.

**Fiscal Note:**

Funding of \$32,256 will be included in the Fiscal Year 2025-2026 Water Distribution Repair and Maintenance Services budget, and funding of \$20,160 will be included in the Fiscal Year 2025-2026 Sanitary Collections Repair & Maintenance Services budget, as payment is due to FDOT in May 2026.

- 6.2. Resolution No. 184-25 accepting and authorizing a Transportation Demand Management Agreement between the City of West Palm Beach and 300 Banyan LLC and 301 Clematis LLC regarding their 12-story Class A office project located at 300 Banyan Boulevard.

**Originating Department:**

Development Services

**Ordinance/Resolution:**

RESOLUTION NO. 184-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA, APPROVING A TRANSPORTATION DEMAND MANAGEMENT AGREEMENT BETWEEN 300 BANYAN LLC, 301 CLEMATIS LLC, AND THE CITY OF WEST PALM BEACH; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Background Information:**

The project's site plan approval (Formal Site Plan Review No. 21-04 [Z21070018] and DAC Case No. 21-03) approved on January 31, 2022, required that the Developer enter into a Transportation Demand Management Agreement (TDM) with the City for the establishment of transportation strategies and measures intended to mitigate the additional traffic to be generated by the approximately 97,906 square foot 12-story Class-A office project.

As part of the site plan approval conditions, the Developer was required to enter into a TDM prior to the project's issuance of a Certificate of Occupancy (CO). Construction on the office has since been completed and the entire project is now ready for its CO. The parties have fully negotiated the TDM and approval of Resolution No. 184-25 provides for execution of the TDM.

Commission District 3: Commissioner Christy Fox.

## 7. RESOLUTIONS

- 7.1. Resolution No. 161-25 waving procurement requirements, accepting a proposal from Community Planning Collaborative, LLC (CPC) and approving a Consulting Services Agreement with CPC for the Evergreen Cemetery Preservation and Enhancement Project; and

Resolution No. 162-25(F) providing for an additional \$80,000 to fund the Consulting Services Agreement for the Evergreen Cemetery Preservation and Enhancement Project.

**Originating Department:**  
Engineering

**Ordinance/Resolution:**

RESOLUTION NO. 161-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA RELATING TO IMPROVEMENTS AT EVERGREEN CEMETERY; WAIVING PROCUREMENT REQUIREMENTS PURSUANT TO SECTION 66-94 (a) (3) OF THE CITY CODE OF ORDINANCES; ACCEPTING A PROPOSAL FROM COMMUNITY PLANNING COLLABORATIVE, LLC; APPROVING A CONSULTING AGREEMENT BETWEEN COMMUNITY PLANNING COLLABORATIVE, LLC AND THE CITY OF WEST PALM BEACH IN THE AMOUNT OF \$137,709 FOR CONSULTING SERVICES; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

RESOLUTION NO. 162-25(F): A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA, AUTHORIZING THE APPROPRIATION OR TRANSFER OF CITY FUNDS IN FISCAL YEAR 2024/2025 IN ACCORDANCE WITH SECTION 4.03 OF THE CITY CHARTER OF THE CITY OF WEST PALM BEACH, FLORIDA, FOR THE PURPOSE OF AMENDING THE GENERAL FUND BUDGET TO RECOGNIZE ADDITIONAL INVESTMENT PROCEEDS AND TO PROVIDE APPROPRIATIONS FOR THE EVERGREEN CEMETERY PRESERVATION AND ENHANCEMENT PROJECT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Staff Recommended Motion:**

Approve Resolution No. 161-25 and Resolution No. 162-25(F).

**Background Information:**

Resolution No. 139-24(F), approved on June 10, 2024, authorized \$150,000 for the Parks and Recreation Department to engage consultants in developing an improvement plan for Evergreen Cemetery. This included sub-surface exploration to locate marked and unmarked graves, along with historical research to document the cemetery's heritage and honor the cultural significance of those interred.

The topographic, subsurface, and boundary survey for the cemetery was completed in early 2025. Initially, the cost of the survey work was quoted at \$72,500. However, as the project scope evolved to include a more comprehensive report, the final cost totaled \$92,020.

McDoux Preservation, LLC initially provided the staff with a proposal of up to \$77,500 for the next phase of work. Unfortunately, the firm became unavailable once the project commenced. McDoux subsequently recommended Community Planning Collaborative, LLC (CPC) to carry out the work.

CPC submitted a detailed scope of services with an associated cost of \$137,709. This revised scope significantly expands the deliverables and includes:

- A comprehensive grave marker inventory and plot location database.
- A gravestone condition assessment with recommendations for repair and maintenance.
- In-depth historical research related to the site and its interments.

To proceed with this enhanced phase of the project, staff is requesting an additional \$80,000 in funding.

Evergreen Cemetery, one of three historic cemeteries owned and managed by the City of West Palm Beach, is a site of significant historical and cultural importance to the City and particularly to the African American and Afro-Caribbean community. Established in 1916 by Black civic leaders as a private enterprise, Evergreen Cemetery served the community as a place where graves and grounds were maintained by a cemetery association and the families of those buried there. Like many historic cemeteries across the United States, Evergreen has experienced periods of decline and revitalization. Over time, as cemetery association directors and family members aged, passed away, or moved away, municipal governments, including the City of West Palm Beach, have taken over ownership, management, and maintenance responsibilities.

In the late 1990s, the community alerted the City to the cemetery's neglected condition, which included damaged grave markers, scattered remains, and evidence of vandalism. The City responded by investing \$300,000 in improvements such as re-burying remains, installing fencing and lighting, paving a road, and planting grass. Additional enhancements followed, including the installation of a cemetery gate and sprinkler system, and more recently, the recovery of burial plot sales records from

a storage building.

The City of West Palm Beach is now focused on improving the appearance and management of Evergreen Cemetery. Key issues include the condition of cemetery burial and sales records, many of which are incomplete or undocumented; the deterioration of grave markers, crypts, and roadways; and the lack of wayfinding, cemetery information, and interpretive materials on-site. There is also a need to manage vegetation, as invasive trees are damaging grave markers and crypts.

In order to address the problems at Evergreen, the Parks and Recreation Department, in collaboration with Engineering Services, desired to develop a comprehensive plan for improvements at Evergreen. Toward that end, the team has engaged in discussions with Community Planning Collaborative, LLC (CPC). CPC is an urban planning and historic preservation consulting group whose purpose is to elevate the voices and culture of those traditionally excluded from urban planning, land use, and zoning.

CPC facilitates community-led, history-based planning solutions so that equitable outcomes are possible. CPC principals are Ennis Davis and Adrienne Burke, both certified planners. Adrienne Burke, AICP, Esq. of CPC, will serve as project coordinator and is a certified planner and licensed Florida attorney who brings fifteen (15) years of experience in local government and nonprofit management, budgeting, and leadership in the areas of land use planning and historic preservation. Ennis Davis, AICP, has twenty-three (23) years of experience in the fields of planning, architecture, and real estate development. He has a passion for cultural heritage preservation and urban planning that dates to a childhood of listening to his ancestors pass down family history and stories of African American life in the racially segregated South.

For this project, CPC has assembled a project team including Dr. Alisha Winn with Consider the Culture, Dr. Steph McDougal, and Jeff Moates, MA, RPA with Terracon. Dr. Winn is the founder of Consider the Culture, a full-service educational and community engagement firm specializing in community outreach and cultural education. Dr. Winn is a generational West Palm Beach resident and an applied cultural anthropologist whose work focuses on race, class, identity, educational disparities, historic preservation in communities, heritage education for youth, historic African American insurance companies, and oral histories. Dr. McDougal has twenty (20) years of experience in historic preservation with a specialty in historic cemeteries. She has extensive knowledge of historic preservation practices and regulatory frameworks. Jeff Moates is a Senior Client Development Specialist with Terracon and a Registered Professional Archaeologist. He has prior experience with cemetery projects through his work with NDN, Paleo West, Florida Public Archaeology Network, and the Florida Bureau of Archaeological Research. Jeff was a member of

the Florida Abandoned African American Cemeteries Task Force.

The project as proposed spans approximately twelve (12) to fifteen (15) months and involves a comprehensive approach to preservation, community engagement, and data collection. The community engagement effort involves identifying legacy community members that would be interested in serving on a committee to guide the project development, community meetings to identify short-term, mid-term, and long-term priorities for the cemetery, and to discuss other goals for community commemoration of the cemetery.

In order to develop a plan, Parks and Recreation staff with input from Engineering Services recommend that the City retain the services of CPC. Considering the nature of the problems present in Evergreen Cemetery, the nature of the services required to develop a plan to address those problems, and the ability of CPC to provide these services, in accordance with Section 66-94 (a) (3) of the City's procurement code, staff requests the City Commission to: waive the competitive selection requirements of the code and selects CPC to provide the services; approve the proposal by CPC for development of the plan, which is provided in the Resolution accompanying this request and approve and authorize the Mayor to execute a Consulting Agreement with CPC a copy of which is provided in said Resolution.

Given the specialized nature of this project, staff recommends approval of Resolution No. 161-25 and Resolution No. 162-25(F).

Commission District 1: Commissioner Cathleen Ward.

**Fiscal Note:**

Approval will recognize additional investment proceeds and provide appropriations for the Evergreen Cemetery Preservation and Enhancement Project.

## 8. PUBLIC HEARING

- 8.1. Public Hearing of Resolution No. 168-25 authorizing acceptance of federal entitlement grants in the amount of \$5,032,824.06; approving and authorizing submission of the City's Five-Year Consolidated Plan for Fiscal Years 2025-2029, the Annual Action Plan for Fiscal Year 2025-2026, and the Citizen Participation Plan; and authorizing the Mayor to execute all documents necessary for receipt and use of the funds.

**Originating Department:**

Housing and Community Development

**Ordinance/Resolution:**

RESOLUTION NO. 168-25: A RESOLUTION OF THE CITY

COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA, AUTHORIZING ACCEPTANCE OF FEDERAL ENTITLEMENT GRANTS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TOTALING \$5,032,824; APPROVING THE CITY'S FIVE (5) YEAR CONSOLIDATED PLAN FOR FISCAL YEARS 2025-2029; APPROVING THE CITY'S ANNUAL ACTION PLAN FOR FISCAL YEAR 2025-2026; APPROVING THE CITY'S CITIZEN PARTICIPATION PLAN; AUTHORIZING AND DIRECTING THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT TO SUBMIT THE CONSOLIDATED PLAN, THE ONE-YEAR ACTION PLAN, AND THE CITIZEN PARTICIPATION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR APPROVAL; AUTHORIZING THE MAYOR TO EXECUTE CERTIFICATIONS OF CONSISTENCY WITH THE CONSOLIDATED PLAN; AUTHORIZING THE MAYOR TO EXECUTE ALL AGREEMENTS AND RELATED DOCUMENTS NECESSARY TO RECEIVE THE GRANT FUNDS; AUTHORIZING THE MAYOR TO EXECUTE ALL AGREEMENTS AND RELATED DOCUMENTS NECESSARY TO AWARD THE GRANT FUNDS TO SUBRECIPIENTS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Staff Recommended Motion:**

Approve Resolution No. 168-25.

**Background Information:**

The City of West Palm Beach is an entitlement recipient of federal funds from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME), and the Housing Opportunities for Persons with AIDS Program (HOPWA). For Fiscal Year (FY) 2025-2026, the City anticipates receiving a total of \$5,032,824 as follows:

- CDBG: \$970,113;
- HOME: \$497,842; and
- HOPWA: \$3,564,869

As an entitlement community, the City is required to submit a Five-Year Consolidated Plan that serves as the planning tool outlining the jurisdiction's housing and community development needs and the strategies to address those needs. The Consolidated Plan is carried out through annual Action Plans, which provide a concise summary of the actions, activities, and specific federal and non-federal resources that will be used each year to develop strong, sustainable, and inclusive communities.

The City is also required to establish a Citizen Participation Plan to provide residents with an opportunity to comment on proposed activities throughout the development of the Consolidated Plan, Annual Action

Plans, substantial amendments, and the annual performance report.

As part of developing the Consolidated Plan and One-Year Annual Action Plan, the City held a Needs Assessment Community Meeting, in-person and via Zoom, on June 25, 2025. Federal regulations also require the City to hold a public hearing, which will be held on August 4, 2025. Public comments received at these meetings have been or will be incorporated into the Plans.

In addition to the foregoing, federal regulations also require the City to provide citizens with reasonable notice of and an opportunity to comment on the Plans, in accordance with 24 CFR 91.10. The 30-day comment period commenced on July 5, 2025, and ended on August 4, 2025. The City will consider all comments or views of residents, agencies, or other interested parties in preparation for the Action Plan. Such comments will be included in the final submittal documents to HUD.

The submission deadline of the Consolidated Plan, Annual One-Year Action Plan, and other planning documents to HUD is August 16, 2025.

Resolution No. 168-25: (a) authorizes the acceptance of the funds; (b) approves the FY 2025-2029 Consolidated Plan, the FY 2025-2026 Annual Action Plan, and the Citizen Participation Plan; (c) authorizes submittal of the Consolidated Plan, Action Plan, and all other planning documents to HUD for its review and approval; and (d) authorizes the Mayor to execute certifications, grant agreements and all other documents necessary for the submission of the Consolidated Plan and Annual Action Plan and the receipt and use of grant funds.

**Fiscal Note:**

Budget line item appropriations will be set up in the FY 2026 grant fund budget. For Fiscal Year 2025-2026, the City anticipates receiving a total of \$5,032,824.06.

**9. PUBLIC HEARING - QUASI-JUDICIAL**

Disclosure of ex-parte communications, if any\*  
Swearing-in of witnesses.

- 9.1. Public Hearing of Resolution No. 171-25 approving the replat of property to create the plat "512 Clematis Street" on approximately 0.50099 acres (22,212 square feet) of real property generally located at 512 Clematis Street associated with the Vine on Clematis multi-family residential development.

**Originating Department:**  
Development Services

**Ordinance/Resolution:**

RESOLUTION NO. 171-25: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PALM BEACH, FLORIDA, APPROVING THE CONSOLIDATION AND REPLAT OF REAL PROPERTY TO CREATE THE PLAT ENTITLED "512 CLEMATIS STREET" TOTALING APPROXIMATELY 0.5099 ACRES (22,212 SQUARE FEET) GENERALLY LOCATED AT 512 CLEMATIS STREET; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Staff Recommended Motion:**

Approve Resolution No. 171-25.

This motion is based upon the application submitted, the staff report, factual testimony, and the findings that the request complies with all applicable provisions of Chapter 177, Florida Statutes, the Comprehensive Plan, and the standards in Section 94-342 of the City's Zoning and Land Development Regulations.

**Background Information:**

The subject property and project entitled "512 Clematis Street" received site plan approval on October 7, 2022, and is nearing completion of its construction. The approved project consists of approximately 66,720 square feet of new building, which includes 4,272 square feet of retail, 88 residential units, and 21 parking spaces. The project is generally located at 512 Clematis Street (125 Quadrille Plaza Drive).

The development approval for "512 Clematis Street" provided that prior to the issuance of the final Certificate of Occupancy (CO), the property shall be replatted in accordance with the City's policies and procedures.

The owner, NL 512, LLC, a Florida limited liability company, wishes to aggregate the site into three (3) development tracts and detail all necessary easements associated with the "512 Clematis Street" development.

The Planning Division has determined that the request is consistent with all applicable provisions of Chapter 177, Florida Statutes, and the Comprehensive Plan and complies with all of the requirements for plats set forth in Section 94-44 and the subdivision general design standards located in Section 94-342 in the Zoning and Land Development Regulations.

Commission District 3: Commissioner Christy Fox.

## **10. COMMENTS FROM THE PUBLIC**

Public comments are limited to three (3) minutes. Anyone wishing to address the Commission should complete a "Comments by the Public" card and present it to the City Clerk prior to the Public Comments. When you are called to speak, please go to the podium and state your name and address for the record prior to addressing Commission. The Commission will not discuss the matter nor respond to the comment this evening. Comments made will become part of the record and may be addressed at a later date.

## **11. COMMENTS BY THE MAYOR AND CITY COMMISSIONERS**

## **12. ADJOURNMENT**

\*Pursuant to Resolution No. 179-95, adopted according to the provisions of Section 286.0115, Florida Statutes, members of the Commission shall disclose on the record: 1) ex-parte communications - verbal or written; 2.) written communications shall be placed in the record; and 3) site visits, investigations, etc. shall be disclosed.

NOTICE: If any person decides to appeal any decision made by the City Commission at this meeting, that person will need a record of the proceedings, and that, for such purposes, may need to ensure that a verbatim records of the proceedings be made, which record includes the testimony and evidence upon which the appeal is based. The City of West Palm Beach does not prepare or provide such record.