



THE COMMUNITY REDEVELOPMENT AGENCY  
FOR PORT ORANGE TOWN CENTER  
REGULAR MEETING AGENDA

COUNCIL CHAMBERS – 6:30 PM – CITY HALL  
AUGUST 16, 2022

A. OPENING

1. Roll Call

B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

C. DISCUSSION/ACTION

2. Approval of Minutes

- a. November 9, 2021 - Joint Special City Council & Town Center CRA Meeting
- b. December 7, 2021 - Joint Special City Council & Town Center CRA Meeting
- c. December 14, 2021 - Joint Special City Council & Town Center CRA Meeting
- d. March 15, 2022 - Regular Town Center CRA Meeting
- e. March 22, 2022 - Joint Special City Council & Town Center CRA Meeting
- f. April 19, 2022 - Joint Special City Council & Town Center CRA Meeting

3. Resolution No. 22-1 - Port Orange Town Center CRA Tax Increment District FY 2022-2023 Operating Budget

D. PUBLIC COMMENTS

E. BOARD COMMENTS

F. ADJOURNMENT

**NOTICES** – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON 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. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.



FOR SPECIAL ACCOMMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

**IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)**, IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, [CITYCLERK@PORT-ORANGE.ORG](mailto:CITYCLERK@PORT-ORANGE.ORG), AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

JOINT SPECIAL CITY COUNCIL AND TOWN CENTER CRA  
MEETING MINUTES  
COUNCIL CHAMBERS – CITY HALL  
1000 CITY CENTER CIRCLE  
PORT ORANGE, FLORIDA  
NOVEMBER 9, 2021

THE JOINT SPECIAL CITY COUNCIL & TOWN CENTER CRA MEETING of the City of Port Orange was called to order by Mayor Donald O. Burnette at 6:00 p.m.

Silent Invocation

Pledge of Allegiance

Roll Call

Present:

Council Member Jonathan Foley  
Council Member Chase Tramont  
Council Member Scott Stiltner  
Vice Mayor Drew Bastian  
Mayor Donald Burnette

CRA: Member Jonathan Foley  
Member Chase Tramont  
Member Scott Stiltner  
Member Drew Bastian  
Member Donald Burnette  
Member Stan Schmidt  
Member Michael Benedict

Also Present:

City Manager Wayne Clark  
City Attorney Matthew Jones  
City Clerk Robin Fenwick

DISCUSSION / ACTION

4. Discussion of Riverwalk Property Purchase Offers

Wayne Clark, City Manager, provided information regarding the sale and development of 10 acres of land located within the Riverwalk area along Ridgewood Avenue. Six responses have been received by the City's Broker, Colliers International Florida, LLC who will work with these companies to ensure they have the information and details they need for full presentations. Once those full presentations are complete, Colliers will provide the Council and CRA with an evaluation summary to help the City determine who they would like to invite to a future Council/CRA meeting to present their project in person or to direct staff to begin working on a purchase agreement with a specific group.

Ken Krasnow, Colliers, provided details on the marketing they have complete thus far, as well as the companies that have submitted proposed projects. Mr. Krasnow also spoke regarding the timeline and next steps. Developer presentations to Colliers will be

Joint Special Meeting City Council &

Town Center CRA

November 9, 2021

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recorded and will include a company profile, background information, financial capability, experience and comparable projects, as well as project description, vision and development timeline. The top proposals will be brought to Council for consideration on December 7, 2021. He thanked Council and Staff for their support and Council thanked him and his team for their work. They are looking forward to seeing the proposals and getting the project going.

ADJOURNMENT - 6:51 p.m.

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Stan Schmidt, Chairman

JOINT SPECIAL CITY COUNCIL AND TOWN CENTER CRA  
MEETING MINUTES  
COUNCIL CHAMBERS – CITY HALL  
1000 CITY CENTER CIRCLE  
PORT ORANGE, FLORIDA  
DECEMBER 7, 2021

THE JOINT SPECIAL CITY COUNCIL & TOWN CENTER CRA MEETING of the City of Port Orange was called to order by Mayor Donald O. Burnette at 7:49 p.m.

Roll Call Present: Council Member Jonathan Foley  
Council Member Chase Tramont  
Council Member Drew Bastian  
Vice Mayor Scott Stiltner  
Mayor Donald Burnette

CRA: Member Jonathan Foley  
Member Chase Tramont  
Member Scott Stiltner  
Member Drew Bastian  
Member Donald Burnette  
Member Stan Schmidt  
Member Michael Benedict

Also Present: City Manager Wayne Clark  
City Attorney Matthew Jones  
City Clerk Robin Fenwick

DISCUSSION / ACTION

2. Evaluate purchase offers received for City and CRA owned property in Riverwalk

Wayne Clark, City Manager, provided details of the process thus far and the way forward.

Ken Krasnow, Colliers International Florida, LLC, provided an overview and analysis of the proposals submitted for the Riverwalk development project. He advised Council and CRA Members that all six of the developers can present on December 14<sup>th</sup> or they can narrow the field down to three or four if they'd like. Each presenter will be allocated 20 minutes for their presentation with up to 25 minutes for Council and CRA questions.

Council and CRA Members asked questions of Mr. Krasnow and provided comments regarding what they'd like to hear from the developers on December 14<sup>th</sup>.

Robert Reinhausen spoke regarding his opinions on the proposals. He is pleased with the options.

Kristine Cunningham asked that environmental oversight be a focus during development.

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Town Center CRA  
December 7, 2021  
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Kat Atwood, citizen, likes the options and asked for consideration of solar powered covered areas, as well as plug in areas.

Council and CRA Members agreed to hear from all six developers on December 14th.

ADJOURNMENT – 9:08 p.m.

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Stan Schmidt, Chairman

JOINT SPECIAL CITY COUNCIL AND TOWN CENTER CRA  
MEETING MINUTES  
COUNCIL CHAMBERS – CITY HALL  
1000 CITY CENTER CIRCLE  
PORT ORANGE, FLORIDA  
DECEMBER 14, 2021

THE JOINT SPECIAL CITY COUNCIL & TOWN CENTER CRA MEETING of the City of Port Orange was called to order by Mayor Donald O. Burnette at 6:45 p.m.

Roll Call	Present:	Council Member Jonathan Foley Council Member Chase Tramont Council Member Drew Bastian Vice Mayor Scott Stiltner Mayor Donald Burnette
	CRA:	Chairman Stan Schmidt Council Member Jonathan Foley Council Member Chase Tramont Council Member Drew Bastian Vice Mayor Scott Stiltner Mayor Donald Burnette
	Absent:	CRA Member Michael Benedict
	Also Present:	City Manager Wayne Clark City Attorney Matthew Jones Assistant City Clerk Shelby Field

DISCUSSION / ACTION

12. Presentation of Purchase Offers for Properties at Riverwalk

Mayor Don Burnette asked for opening statements from each Council Member before presentations.

Council Member Jonathan Foley thanked Collier and each developer for all their hard work and preparation.

Council Member Scott Stiltner seconded the statements and believes the area is beautiful.

BLD Group, LLC and Bristol Development Group presented their proposals and answered questions of the Council and CRA Members.

Recess was taken at 8:22 p.m. and the meeting reconvened at 8:34 p.m.

Falcone & Associates, LLC and Harbour Retail Partners presented their proposals and answered questions of the Council and CRA Members.

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December 14, 2021

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Recess was taken at 10:14 p.m. and the meeting reconvened at 10:29 p.m.

The Cornerstone Group presented its proposal and answered questions of the Council and CRA Members.

Motion to extend the meeting past 11:00 p.m. for an additional hour was made at 10:50 p.m. by Vice Mayor Scott Stiltner and Seconded by Council Member Drew Bastian. Motion carried unanimously by voice vote.

Council discussed their likes and dislikes of the proposals and ranked them as follows:

1. Bristol Development Group
2. Falcone & Associates, LLC
3. Harbour Retail Partners
4. The Cornerstone Group
5. BLD Group, LLC

Staff will negotiate with Bristol Development Group and provide Council with a proposed agreement for consideration in 2022.

13. Approval to convey the portion of Riverwalk Park property held in the name of the Community Redevelopment Agency for the Port Orange Town Center to the City of Port Orange

Motion to approve the conveyance of the portion of Riverwalk Park property held in the name of the Community Redevelopment Agency for the Port Orange Town Center to the City of Port Orange was made by Vice Mayor Scott Stiltner and Seconded by Chairman Stan Schmidt.

Matthew Jones, City Attorney, provided details of the request to convey properties and answered questions of Council.

Motion carried unanimously by roll call vote.

ADJOURNMENT – 11:50 p.m.

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Stan Schmidt, Chairman

THE COMMUNITY REDEVELOPMENT AGENCY FOR  
PORT ORANGE TOWN CENTER MEETING MINUTES  
COUNCIL CHAMBERS – CITY HALL  
1000 CITY CENTER CIRCLE  
PORT ORANGE, FLORIDA  
MARCH 15, 2022

THE REGULAR MEETING of the COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER was called to order by Chairman Stan Schmidt at 6:42 p.m.

Roll Call: Present: Member Chase Tramont  
Member Drew Bastian  
Member Scott Stiltner  
Member Donald Burnette  
Chairman Stan Schmidt

Absent: Member Reed Foley  
Member Michael Benedict

Also Present: Wayne Clark, City Manager  
Matthew Jones, City Attorney  
Robin Fenwick, City Clerk

2. Nomination of Chair

Motion to nominate Stan Schmidt as Chairman was made by Member Burnette and Seconded by Member Stiltner. Motion carried unanimously by roll call vote.

3. Nomination of Vice Chair

Motion to nominate Scott Stiltner as Vice Chairman was made by Member Burnette and Seconded by Member Tramont. Motion carried unanimously by roll call vote.

B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

There were no objections to the notice; therefore, the notice was accepted.

C. DISCUSSION/ACTION

4. Approval of Minutes
- a. September 8, 2021 – Joint Special Meeting with City Council

Motion to approve the minutes of September 8, 2021 as presented was made by Member Stiltner and Seconded by Member Tramont. Motion carried unanimously by voice vote.

b. September 21, 2021 – Joint Special Meeting with City Council

Motion to approve the minutes of September 21, 2021 as presented was made by Member Stiltner and Seconded by Member Tramont. Motion carried unanimously by voice vote.

5. Port Orange Town Center CRA Annual Report – FY 2020/2021

Motion to accept the Annual Report – FY 2020/2021 as presented was made by Member Burnette and Seconded by Member Tramont. Motion carried unanimously by roll call vote.

6. Fourth Amendment to the Property Exchange Agreement (Former Cardwell Funeral Home Property)

Items 6 and 7 were opened and discussed together.

Motion to approve the Fourth Amendment to the Property Exchange Agreement (Cardwell Funeral Home Property) subject to City Council approval of the same; authorizing City Manager and City Attorney to finalize the Post Closing Agreement, and authorizing Chairman and City Clerk to sign all necessary documents on behalf of the Town Center CRA in furtherance of the transfer of Cardwell Funeral Home Property Third Amendment to the Escrow Agreement (Former Cardwell Funeral Home Property) was made by Member Burnette and Seconded by Member Stiltner.

7. Third Amendment to the Escrow Agreement (Former Cardwell Funeral Home Property)

Motion to approve the Third Amendment to the Escrow Agreement subject to removing the language releasing the \$48,000 cash bond and authorizing the Chairman and City Clerk to sign all necessary documents related to the Escrow Agreement in furtherance of the transfer of Cardwell Funeral Home Property was made by Member Burnette and Seconded by Member Tramont.

Robert Reinlagen, citizen, spoke regarding the transaction. He's not clear on the items presented but believes the developer should lose the cash bond for not completing the requirements in the MDA.

Jeff Brock, Attorney for developer, spoke as to the amendments being requested and asked that the cash bond be released as the completion of the Fysh Restaurant was not intended to be included in the improvements under the current MDA.

Parker Mychenburg, Engineer, spoke regarding the delays happening in the construction industry.

Member Tramont doesn't support a release of the cash bond. He didn't support the previous extensions either. But supports the performance bond under item #6.

Member Don Burnette agreed with Member Tramont's comments but also understands the issues with the construction industry.

Member Scott Stiltner also agreed and believes they have been flexible.

There were no public comments.

Item #6: Motion carried unanimously by roll call vote.

Item #7: Motion carried unanimously by roll call vote.

D. PUBLIC COMMENTS - There were none.

E. BOARD COMMENTS - There were none.

ADJOURNMENT - 7:06 p.m.

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Chairman Stan Schmidt



Member Drew Bastian.

CRA: Motion to approve the contract for the sale of three (3) Riverwalk properties to Bristol Development Group LLC, authorizing the Chairman to execute all documents necessary to complete the conveyance of said property and authorizing the City Manager to execute all necessary documents that may be required for inspections and applications in furtherance of the sale of said properties was made by Member Drew Bastian and Seconded by Member Chase Tramont.

Matt Jones, City Attorney, discussed details of the contract presented for approval, including the parcels included in the price, a perpetual easement, and properties included. He thanked Bristol Development Group and their attorney, Mark Watts, for their work on the contract details.

There were no questions from Council or CRA Members.

Mayor Don Burnette thanked Staff for their work on the contract, as well as Colliers Group, Real Estate Broker for the City.

Charles Carlisle, Bristol Development Group, also thanked Staff for their cooperation and work on the contract.

There were no public comments.

Council Motion carried unanimously by roll call vote.

CRA Motion carried unanimously by roll call vote.

Recessed at 5:15 p.m. to execute the contract with Bristol Development Group.

ADJOURNMENT - 6:05 p.m.

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Stan Schmidt, Chairman



Motion carried unanimously by roll call vote.

There was no further business brought before the members of the Town Center CRA and City Council.

Motion to adjourn was made by Vice Mayor Scott Stiltner and Seconded by Council Member Reed Foley. Motion carried unanimously by voice vote.

The Joint Special Meeting adjourned at 6:38 p.m. and Council returned to the Regular City Council meeting.

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Stan Schmidt, Chairman



# COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER

AGENCY MEETING DATE: 8/16/2022

**SUBJECT:** (C3) Resolution No. 22-1 - Port Orange Town Center CRA Tax Increment District FY 2022-2023 Operating Budget

**DEPARTMENT:** Community Development

**RECOMMENDED MOTION:** Move to approve Resolution 22-1.

**SUMMARY:** Attached is the proposed operating budget for the Port Orange Town Center CRA tax increment district for FY 2022-2023 (October 1, 2022 to September 30, 2023).

The CRA budgets have traditionally been considered as part of the first reading of the City's budget items. Staff has moved the CRA items to occur prior to the budget hearings so that the CRA Board has sufficient time to review and comment and to make any necessary changes prior to the City Council adopting the overall budget of the city which includes the CRA's budget.

The resolution is also written such that the revenues and expenditures are estimates that can be changed based on the final adopted millage rate and budget so that the tax increment can be adjusted to the final amount and not require the CRA Board to re-consider the budget.

**ATTACHMENTS:**

1.	Town Center CRA Resolution No. 22-1 with exhibit	Town Center CRA Resolution No. 22-1 (1).pdf
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Penelope Cruz	Created/Initiated - 7/21/2022
Tim Burman	Approved - 7/27/2022
John McKinney	Approved - 8/4/2022
Shannon Balmer	Approved - 8/11/2022
Wayne Clark	Approved - 8/11/2022
Robin Fenwick	Final Approval - 8/11/2022

RESOLUTION NO. 22-1

A RESOLUTION OF THE PORT ORANGE TOWN CENTER COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, ADOPTING THE ANNUAL BUDGET FOR THE PORT ORANGE TOWN CENTER COMMUNITY REDEVELOPMENT AGENCY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, Section 189.016(3), Florida Statutes requires that the governing body of each special district shall adopt a budget by resolution each fiscal year; and

**WHEREAS**, the Port Orange Town Center Community Redevelopment Agency deems it is in the best interest to adopt the Annual Budget of the Port Orange Town Center Community Redevelopment Agency for Fiscal Year beginning October 1, 2022, and ending September 30, 2023, as more particularly set forth hereinafter.

NOW, THEREFORE, BE IT RESOLVED BY THE PORT ORANGE TOWN CENTER COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. Adoption. That the following is adopted as the Annual Budget of the Port Orange Town Center Community Redevelopment Agency for Fiscal Year beginning October 1, 2022, and ending September 30, 2023, is hereby as set forth in **Exhibit “A”** attached hereto.

Section 2. Conflicting Resolutions. That all resolutions or parts thereof that conflict with this resolution are hereby rescinded or repealed.

Section 3. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the City Clerk and City Attorney, may be corrected.

Section 4. This resolution shall become effective immediately upon adoption.

\_\_\_\_\_  
CHAIRMAN STAN SCHMIDT

ATTEST:

\_\_\_\_\_  
Robin Fenwick, MMC, City Clerk

Adopted on the \_\_\_\_\_ day of \_\_\_\_\_

Reviewed and Approved: \_\_\_\_\_  
Matthew J. Jones, City Attorney

Ledger Account	103 Town Center CRA FY2023 Total Requested Budget
Revenue	260,365
Taxes	0
Intergovernmental Revenue	255,365
Miscellaneous Revenues	5,000
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Total revenues	260,365
Operating Expenditures	28,210
Discretionary Operating Expenditures	10,300
Contractual Services	4,500
Audit Fee	4,500
Other Supplies and Expenses	5,800
Non-Discretionary Operating Expenditures	17,910
Utilities	2,180
Insurance Claims and Expenses	6,930
Commercial Policy Insurance	6,930
Grants and Aid	8,800
Personnel	0
Capital Outlay	0
Debt Service	0
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Total expenditures	28,210
Other Financing Sources	170,454
Other Financing Uses	(402,609)
Interfund Transfer Expense	(402,609)
Budgetary Contingency	0
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Total Other Sources & Uses	(232,155)
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<b>Total Expenditures</b>	<b>260,365</b>