



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

COUNCIL CHAMBERS – 6:30 PM – CITY HALL
MARCH 19, 2024

A. OPENING

1. Roll Call
2. Nomination of Chair
3. Nomination of Vice Chair

B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

C. DISCUSSION/ACTION

4. Approval of Minutes
 - a. December 12, 2023 - City Council & Town Center CRA Joint Special Meeting
5. Port Orange Town Center CRA Annual Report - FY 2022/2023

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 CLERK'S 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, 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.

PORT ORANGE CITY COUNCIL & TOWN CENTER CRA
JOINT SPECIAL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
DECEMBER 12, 2023

THE JOINT SPECIAL MEETING OF THE PORT ORANGE CITY COUNCIL AND TOWN CENTER CRA was called to order by Mayor Donald O. Burnette at 6:33 p.m.

Roll Call

Present:	Councilman Tracy Grubbs Councilman Drew Bastian Councilman Scott Stiltner Mayor Donald Burnette
CRA Members:	Scott Stiltner, Vice Chair Donald Burnette Drew Bastian Tracy Grubbs
Absent:	Reed Foley, Chairman Michael Benedict
Also Present:	Wayne Clark, City Manager Matthew Jones, City Attorney Tracee Cody, Deputy City Clerk

PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

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

DISCUSSION/ACTION

2. Approval of Minutes
 - a. August 15, 2023 - City Council & Town Center CRA Joint Special Meeting

Motion to approve the minutes of August 15, 2023 as presented was made by Scott and seconded by Drew. Motion carried unanimously by voice vote.

Mayor Don Burnette opened the item for joint discussion by the City Council and the CRA.

3. Approval of Second Amendment to the Contract for Sale of Riverwalk Property to Bristol Port Orange Partners, LLC

CRA: Motion to recommend approval of the Second Amendment to the Contract

for the Sale and Purchase of Real Property for three (3) Riverwalk properties to Bristol Port Orange Partners, LLC, authorizing the Chairman and Agency Clerk to execute all documents necessary was made by Member Scott Stiltner and seconded by Member Tracy Grubbs. Motion carried unanimously by roll call vote.

Council: Motion to approve the Second Amendment to the Contract for the Sale and Purchase of Real Property for three (3) Riverwalk properties to Bristol Port Orange Partners, LLC, authorizing the Mayor and City Clerk to execute all documents necessary was made by Councilman Drew Bastian and seconded by Councilman Scott Stiltner. Motion carried unanimously by roll call vote.

Wayne Clark, City Manager, provided an overview of the project thus far. Tim Burman, Community Development Director, provided further details of the Second Amendment request.

Charles Carlisle, Bristol Development Group, also spoke about the request details.

Brendan Galbreath, owner of Aunt Catfish/Catfish Commons, expressed his support of the extension.

Councilmen commented on the quality of Bristol's project, their commitment and dedication.

There was no further business to be brought before the members of the Town Center Community Redevelopment Agency and City Council.

ADJOURNMENT – 6:54 p.m.

Chairman Reed Foley

Attest:

Robin Fenwick, MMC
City Clerk



COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER

AGENCY MEETING DATE: 3/19/2024

SUBJECT: (C5) Port Orange Town Center CRA Annual Report - FY 2022/2023

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to accept the FY 2022/2023 Annual Report for the Port Orange Town Center Community Redevelopment Agency.

SUMMARY: Pursuant to Chapter 163.371, Florida Statutes, all CRAs are required to annually file a report of activities and a financial statement for the preceding fiscal year with the local governing body. The attached report will be provided to the Port Orange City Council in fulfillment of this requirement. The County of Volusia and Halifax Hospital, both of whom contribute to the Tax Increment Fund, will also be provided a copy of the Annual Report. A copy of the report will be posted on the City's website for review by the public.

ATTACHMENTS:

1.	Final - FY 22-23 POTC CRA Annual Report (3-19)	Final - FY 22-23 POTC CRA Annual Report (3-19).docx
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Penelope Cruz	Created/Initiated - 2/27/2024
Tim Burman	Approved - 2/28/2024
John McKinney	Approved - 2/29/2024
Shannon Balmer	Approved - 3/11/2024
Wayne Clark	Approved - 3/12/2024
Tracee Cody	Final Approval - 3/12/2024



ANNUAL REPORT FY 22/23

Port Orange Town Center CRA

October 1, 2022, to September 30, 2023

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THIS IS TOWN CENTER

The Port Orange Town Center (POTC) Community Redevelopment District is comprised of two hundred ninety-eight (298) parcels constituting two hundred seventy-one (271) acres of land on the east side of Port Orange. This area historically served as the commercial core of the city. The Port Orange Town Center Community Redevelopment Agency (CRA) was created in 1998 and was the first of many steps to be undertaken by the city to ensure that this historic area of the community remains a viable center of commercial and civic activity.

The vision for the “rebirth” of Town Center includes a strong emphasis on mixed-use development. The goal is to create a signature destination that reestablishes Port Orange’s image as a premier waterfront community.

The Port Orange Town Center is comprised of five Special Character Districts. These Special Character Districts are Riverwalk, Causeway, Down Under, Dunlawton Village, and Ridgewood Avenue. Each of these districts has its unique attributes and opportunities, but they all share the same vision of a revitalized “heart of Port Orange,” a unique place within the community that blends history, culture, and public access to the water.

The 35-acre Riverwalk Special Character District, located on the east side of U.S. 1/Ridgewood Avenue, north of Dunlawton Avenue, has been the focal point of redevelopment efforts and investment in Town Center.

The County of Volusia and Halifax Hospital participate in the Tax Increment Trust Fund and are valued partners in the City’s redevelopment efforts.

Points of Interest

- The Port Orange Town Center CRA was established in 1998 with an original taxable value of **\$29,558,416**.
- The total taxable value for the Port Orange Town Center CRA in 2023 was **\$62,485,794**.
- The taxable value for the Port Orange Town Center CRA has increased **\$32,927,379** or 111% since establishing the CRA in 1998.
- Based on the latest Volusia County Property Appraiser’s Final Tax Roll data, there was a **\$9,001,263** increase in taxable value between 2022 and 2023.

Port Orange Town Center CRA Boundary



REDEVELOPMENT PLAN & GOALS

The Port Orange Town Center (POTC) Redevelopment Plan was adopted in 1998. The Plan was amended in 2007, 2014, 2016, and 2021 to facilitate redevelopment in the CRA. This current Plan guides redevelopment activities in Port Orange Town Center CRA until the sunset of the CRA in 2036.

The Port Orange Town Center CRA Redevelopment Plan establishes a series of goals, objectives, and policies to ensure this historic area remains a viable commercial and civic activity center. The nine (9) primary goals of the plan are:

GOAL 1. Develop five Special Character Districts recognizing that these areas are distinct in terms of uses and built environment.

GOAL 2. Identify and promote land uses and zoning which are compatible with the special character districts and the overall POTC visions.

GOAL 3. Introduce mixed-use development comprised of commercial, office, and residential uses and active programming to draw people to POTC.

GOAL 4. Develop a coordinated design concept for open space, streetscape, furniture and recreation facilities in a manner that emphasizes the nautical history and location of POTC.

GOAL 5. Identify suitable locations for housing and promote a variety of dwelling types to complement the mixed-use nature of POTC.

GOAL 6. Establish architectural guidelines to provide architectural consistency within the special character districts over time.

GOAL 7. Provide for an interconnected transportation network which aims at balancing the needs of pedestrians, cyclists and vehicles.

GOAL 8. Identify and secure all feasible sources of funding, including tax increment financing (TIF) revenues, that will aid in implementing the Redevelopment Plan throughout both short and long term; and

GOAL 9. Identify and offer an array of incentives to encourage redevelopment and revitalization of POTC through realization of specific plan objectives over time.

The POTC Redevelopment Plan is available for review on the City's website. POTC CRA Web page: <https://www.port-orange.org/374/Port-Orange-Town-Center-CRA>

REDEVELOPMENT ACTIVITIES UPDATE

Implementing the plans, projects, and programs identified in the Port Orange Town Center CRA Redevelopment Plan largely depends on available revenues. During FY 2022/2023, the Port Orange Town Center Community Redevelopment Agency (CRA) operated with an adopted budget of **\$430,819**. Of that amount, **93%** went towards debt service obligations, leaving a very limited amount of funding for implementing the plan.

Development projects completed, under construction, or under review between October 2022 and September 2023:

- **Fysh Bar & Grill Restaurant** – In October 2022, the 18,000-square-foot Fysh Bar & Grill restaurant at Riverwalk was opened to the public. The restaurant is located along the Halifax River within the Riverwalk Special Character District.



- **Eddin Medical Office** - In January 2023, site construction began on the 1,800 square-foot multi-tenant Eddin medical office building located on the south side of Dunlawton Avenue, east of Lafayette Street at 224 Dunlawton Avenue. It is anticipated that the project will be completed in Spring 2024.



- **Eddin Retail** - In February 2023, site construction began on the 2,880 square-foot multi-tenant Eddin retail building located on the south side of Dunlawton Avenue, east of Lafayette Street at 224 Dunlawton Avenue. It is anticipated that the project will be completed in Spring 2024.



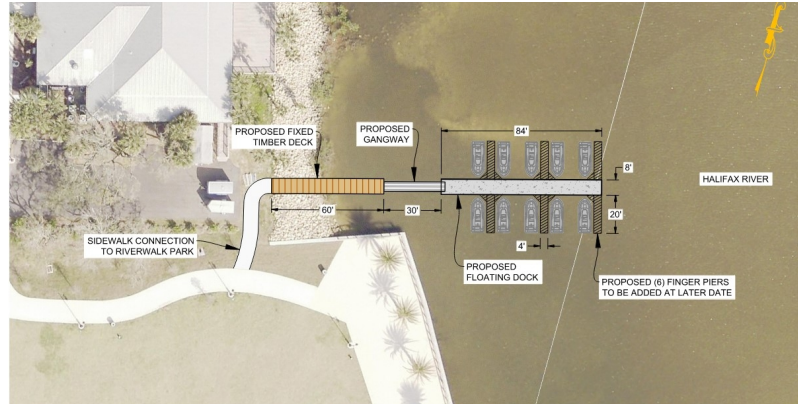
- **Olson Custom Homes** - In December 2022, a Site Plan was approved to construct a 5,165-square-foot office building and a 4,800-square-foot multi-tenant office building at 3450 Ridgewood Avenue. In June 2023, site construction began, and the project is anticipated to be completed by March 2024. This is an infill redevelopment of the former Wine Warehouse site.



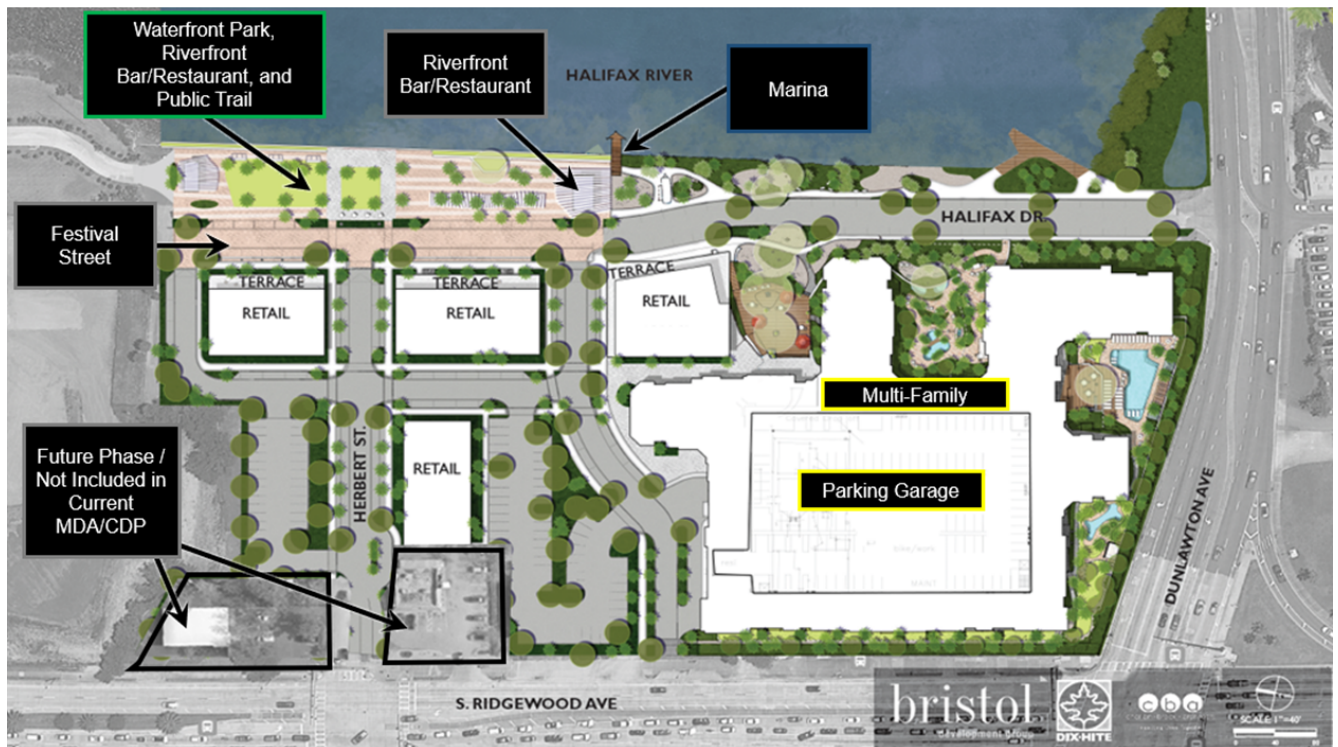
- **Catfish Commons Retail** - In July 2023, a Site Plan was approved to construct a 6,400-square-foot multi-tenant commercial building at the northeast corner of Dunlawton Avenue and Ridgewood Avenue. Construction is anticipated to begin in late 2023 and be completed in late 2024. This is an infill redevelopment of a former gas station site.



- Riverwalk Day Dock** - In September 2023, the City was awarded a FIND (Florida Inland Navigation District) Grant to partially fund the design of a day dock at Riverwalk Park. Design began in late 2023 and is anticipated to be complete by late summer 2024. Application for a second FIND grant for construction funding will be made in Spring 2024. If awarded in September 2024, construction could begin by the end of 2024 or early 2025.



- Bristol - Riverwalk Development:** In December 2021, the City Council selected the Bristol Development Group (Bristol) as the development group the city would begin to work with on a purchase agreement for the 10 acres owned by the city in the Riverwalk area. Bristol's current concept is a mixed-use waterfront destination containing +/- 450 multi-family units, +/- 35,000 square feet of commercial space, and a +/- 1.4-acre public park along the Halifax River.



Bristol Master Plan for Riverwalk

In 2023, Bristol made considerable progress in key areas, including site assessments (surveys, environmental studies, soil borings, etc.), additional property acquisition, and

refinement of the concept plan and construction estimates. Bristol negotiated contracts to acquire three of six outparcel properties (3921 and 3855 Ridgewood Ave. and 113 Herbert St.) adjacent to 10 acres owned by the city, purchased an outparcel property (3925 Ridgewood Ave.), and is in continuing negotiations for the two remaining outparcel properties (Dunkin' Donuts and The Pampered Tooth).

In August 2023, the Master Development Agreement for the proposed development was approved by the CRA and City Council. A site plan is anticipated to be submitted in Spring 2024, and construction is anticipated to begin in late 2025.

Redevelopment Activities in the Riverwalk Special Character District



Ridgewood Targeted Business Program

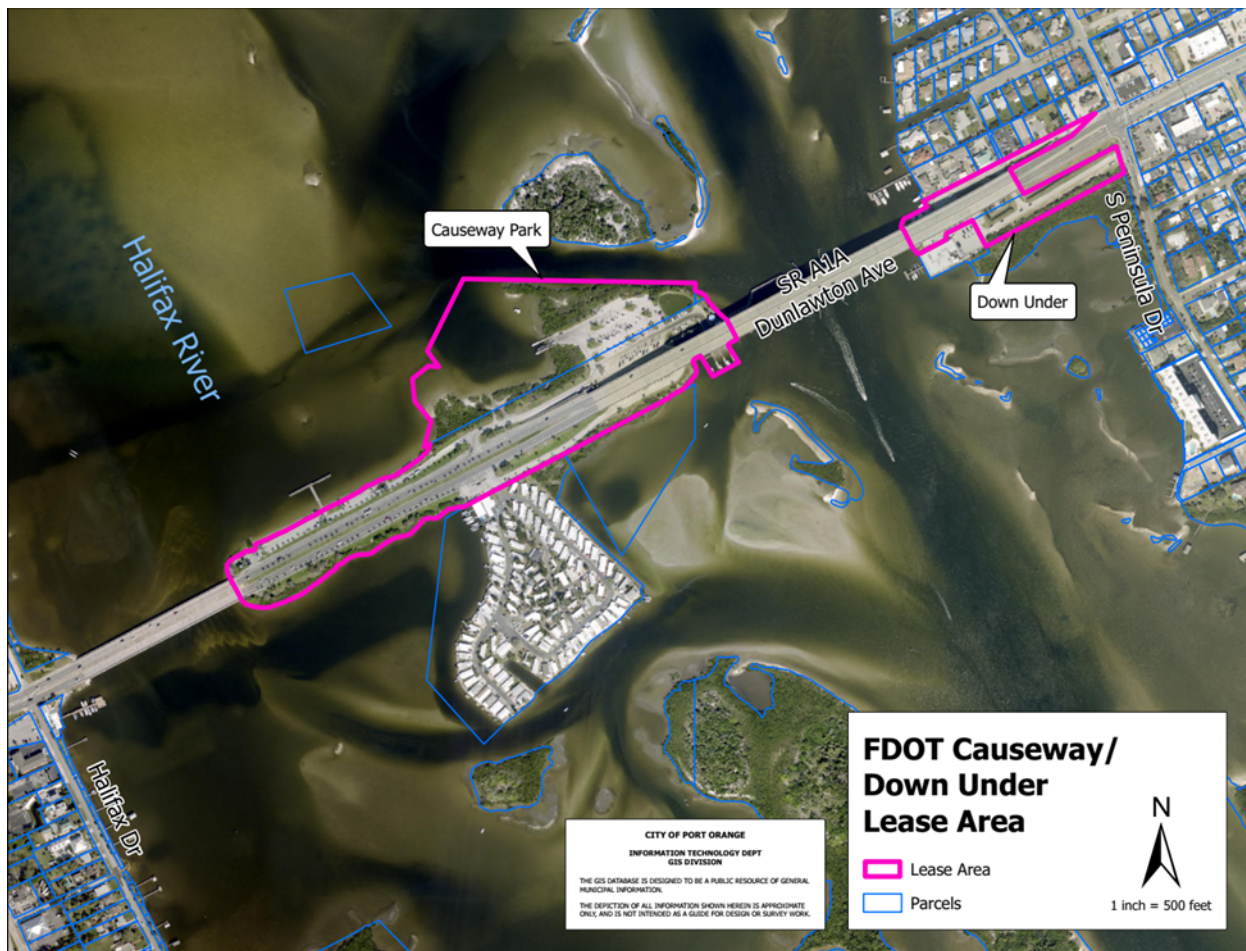
The Ridgewood Corridor Targeted Businesses was established in 2020 to encourage redevelopment along the Ridgewood Avenue corridor. The program applies to all properties along the Ridgewood Corridor, including the portions of the Ridgewood and Riverwalk Special Character Districts in the CRA south of Dunlawton Avenue. The program allows for site improvements to be waived if there is no increase in the size of the existing principal structure. The only upgrades required are those related to accessibility, Building, and Fire Code requirements. There were eight new targeted businesses located in the Port Orange Town Center CRA during FY2022/2023.

1. Coastal Nutrition - 4064 Ridgewood
2. Conviva Care Center - 4090 Ridgewood
3. Holistic Skin Care - 4770 Ridgewood Ave # 1
4. Roof It Right - 4180 Ridgewood Ave.
5. Steph King Pilates LLC - 4343 Ridgewood
6. Faces by Payton - 4770 Ridgewood Ave
7. Coven Esthetics - 5610 Ridgewood Ave
8. Florida Facialist Esthetics LLC - 5602 Ridgewood Ave

Down Under and Causeway Special Character Districts

In August 1993, the City of Port Orange entered into a lease agreement with FDOT that allowed the City to use the property located under the Dunlawton Bridge, generally known as the Causeway Park area (west side of Halifax River) and the Down Under area (east side of Halifax River). In 2013, a 10-year extension to the lease was approved through August 2023. In August 2023, the City and FDOT approved the 2nd Amendment to the Causeway Park/Down Under Lease Agreement to extend the lease for another ten (10) years.

Per the current lease agreement with FDOT, the City does not make any lease payments to use the property for public recreation, public open space, and other public purposes but is responsible for maintenance of the parking lot, landscaping, drainage, and enforcement of traffic and vehicle parking ordinances, statutes, and laws.



Down Under Special Character District

In August 2023, the Port Orange Town Center CRA and City Council adopted the Down Under Master Plan for the Down Under Special Character District. The Down Under Special Character District is one of five districts identified in the Port Orange Town Center CRA Plan and is located under the Dunlawton Avenue Bridge, west of South Peninsula Drive.

The adopted 2023 Down Under Master Plan identifies infrastructure improvements needed to improve the aesthetics and vitality of the Down Under and make it a unique destination. These proposed improvements will build upon recent private redevelopment in this area (e.g., Dunes Brewery and Jimmy Hula's).

Funding for the design and construction of the improvements listed in the Down Under Master Plan is anticipated to be a combination of funding from the City or CRA, grants, and possible funding assistance from community partners and nearby businesses. The plan identifies the following improvements along with 2023 cost estimates to prepare construction drawings and construction costs:

- Parking optimization, repaving, and striping of the shared parking areas, and adding grass parking to increase parking spaces from 136 to 249.
- Right turn lane at south access and access improvements for delivery trucks.
- Pedestrian access improvements in the Down Under area and at the Peninsula Drive and Dunlawton Avenue intersection.
- Safety lighting of the parking lot and pedestrian access.
- Decorative light poles with banners along access drives.
- Alternative transportation modes: parking and rideshare drop-off area.
- Drainage improvements to improve drainage and stormwater treatment, maximum parking, and improve aesthetics by removing open ditches that tend to collect debris by converting to a below-ground stormwater detention chamber system.
- Locations for murals, ground-mounted lighting on the concrete bridge, and other aesthetic features.
- Waterfront pedestrian plaza that creates a social space to gather before or after meals and a flexible space for events.
- Native, drought-tolerant landscaping
- Living shoreline stabilization.
- Master sign replacement along Peninsula Drive, directional and district signage.
- Water taxi dock and fishing pier.

The Down Under Master Plan is available for review on the City's website: <https://www.port-orange.org/DocumentCenter/View/14326/2023-Down-Under-Master-Plan>



Down Under Master Plan - Concept Plan

TAX INCREMENT FINANCING

Tax Increment Financing, or “TIF,” is a financial method employed to target ad valorem tax revenues to an area designated for redevelopment. Upon creating a TIF district, a base year for property values in the district is established. Growth in the taxable value of property within the district over time is applied to the current ad valorem millage rate, resulting in the tax increment revenue. The increment revenue is deposited into a special Trust Fund account and may only be spent on redevelopment activities identified in an adopted redevelopment plan for a CRA. The ad valorem millage from Volusia County (including General Fund, Echo, Forever, Mosquito Control, and Ponce Inlet Port Authority), the City of Port Orange General Fund, and Halifax Hospital comprise the tax increment millage in the Port Orange Town Center CRA.

The FY 2022/2023 adopted budget for the Port Orange Town Center Fund (Fund #103) anticipated \$255,365 in TIF and \$5,000 in miscellaneous income for an anticipated total revenue of \$260,365. The City’s FY 2022/2023 unaudited figures show an actual receipt of \$253,178 from TIF and \$5,122 in miscellaneous income (market gains of investment income) for total revenues of \$258,300.



TIF Revenues may only be spent on redevelopment plans, projects, and programs, as identified in the adopted CRA Plan.



FINANCIAL STATEMENT AND DEBT SERVICE

The Annual Financial Statement of each CRA in the State of Florida is required to set forth the Agency's assets, liabilities, income, and operating expenses as of the end of the fiscal year. This information is presented on the following page. The Community Redevelopment Agency for Port Orange Town Center operates on an October 1st - September 30th fiscal year.

In 2007, the Port Orange Town Center CRA pledged its tax increment revenues to support a \$5.6 million bond issue to fund redevelopment activities in the CRA. The majority of the bond proceeds were used to purchase property acquisitions in the Riverwalk Special Character District. The total debt service payment for the 2007 Bond for FY 2022/2023 was \$231,622.

The Port Orange Town Center CRA Debt Service Schedule is available from the City's Finance Department and Redevelopment Agency Office. The 2007 Bond is projected to be paid off by 2036.



FINANCIAL STATEMENT

Port Orange Town Center CRA	FY22 Audited	FY23 Unaudited
Assets		
Cash in Bank	\$ 270,774	\$ 431,304
Equity in pooled cash	\$ (707,233)	\$ (665,086)
Receivables, net	\$ 19,623	\$ -
Total	\$ (416,836)	\$ (233,783)
Liabilities		
Accounts payable and accrued liabilities	\$ 17	\$ 11,760
Customer deposits	\$ 1,540	\$ -
Deferred Revenue	\$ 80	\$ -
Due to other funds	\$ 4,023,306	\$ 4,194,293
Total	\$ 4,024,943	\$ 4,203,053
Revenues		
City TIF	\$ 101,839	\$ 130,051
Intergovernmental (County/Halifax Hospital)	\$ 145,433	\$ 123,126
Charge for Services	\$ 4,033	\$ -
Miscellaneous	\$ 48,002	\$ 5,122
Total	\$ 299,307	\$ 258,300
Expenditures		
Operating/ Maintenance /Other	\$ 12,675	\$ 12,983
Grants and Aid	\$ 11,333	\$ 11,760
Dues and Memberships	\$ 423	\$ 423
Transfer to Fund 218 (Bond Debt)	\$ 402,069	\$ 231,622
Total	\$ 426,077	\$ 256,365
Fund Balance		
Net change in fund balance	\$ (126,769)	\$ 1,934
Fund balance - beginning	\$ (4,315,010)	\$ (4,441,779)
Fund Balance - Ending	\$ (4,441,779)	\$ (4,439,845)

Source: Finance Department, February 2024

TRUST FUND PARTNERS

Redevelopment plans, projects, and programs are made possible through tax increment financing. The County of Volusia, Halifax Health, and the City of Port Orange contribute to the Port Orange Town Center Redevelopment Tax Increment Trust Fund. All revenue derived from tax increment financing is deposited into the Trust Fund. All expenditures of TIF revenues must be consistent with the plans, projects, and programs outlined in the adopted Community Redevelopment Plan for Port Orange Town Center.



Port Orange Town Center CRA

Webpage: <https://www.port-orange.org/374/Port-Orange-Town-Center-CRA>

This Annual Report has been prepared in compliance with the requirements of Chapter 163.371, Florida Statutes. The notice of the availability of this report has been published in the Daytona Beach News Journal. Additionally, the governing body of each special district is required under Chapter 163.387(8) to annually provide an independent financial audit of its trust fund to each taxing authority that pays into the trust fund. This audit of the Agency's assets, liabilities, income, and expenses, as required under Chapters 163.371 and 163.387, is included in the City's Comprehensive Annual Financial Report (CAFR) for each fiscal year.

AGENCY BOARD

Mayor Donald O. Burnette

Vice-Mayor Scott Stiltner, Vice-Chair

Council Member Drew Bastian

Council Member Reed Foley, Chair

Council Member Tracy Grubbs

Board Member Michael Benedict

Board Member, Vacant

Staff support provided by:

Wayne Clark, City Manager

Matt Jones, City Attorney

John McKinney, Assistant City Manager and Finance Director

Linda Truitt, Assistant Finance Director

Robin Burris, Budget Coordinator

Tim Burman, Community Development Director

Penelope Cruz, Planning Manager

Registered Agent's Name: Penelope Cruz

Registered Office Address:

City of Port Orange

1000 City Center Circle

Port Orange, FL 32129

Phone: 386-506-5671

Fax: 386-506-5699

e-mail: pcruz@port-orange.org