



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

COUNCIL CHAMBERS – 6:30 PM – CITY HALL
AUGUST 5, 2025

A. OPENING

1. Roll Call

B. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

C. DISCUSSION/ACTION

2. Approval of Minutes - August 21, 2024 and March 18, 2025
3. Resolution No. 25-01 - Port Orange Town Center CRA Tax Increment District FY 2025-2026 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, 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 TOWN CENTER
COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
MARCH 18, 2025

THE REGULAR MEETING of the PORT ORANGE TOWN CENTER
COMMUNITY REDEVELOPMENT AGENCY of the City of Port Orange was called to
order by Chairman Jonathan Foley at 6:35 p.m.

Roll Call	Present:	Reed Foley Scott Stiltner Tracy Grubbs Lance Green Shawn Goepfert
	Absent:	Michael Benedict
	Also Present:	City Manager Wayne Clark City Attorney Matthew Jones Deputy City Clerk Amanda Bonin

2. Nomination of Chair

Motion to nominate Member Lance Green as Chairman was made by Member Scott Stiltner and seconded by Member Tracy Grubbs. Motion carried unanimously by roll call vote.

3. Nomination of Vice Chair

Motion to nominate Member Shawn Goepfert as Vice Chair was made by Member Jonathan Foley and seconded by Member Scott Stiltner. Motion carried unanimously by roll call vote.

PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

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

DISCUSSION/ACTION

4. Approval of Minutes

a. November 6, 2024 - Regular Town Center CRA Meeting

Motion to approve the minutes of November 6, 2024 as presented was made by Member Scott Stiltner and Seconded by Member Jonathan Foley. Motion carried unanimously by roll call vote.

5. Port Orange Town Center CRA Annual Report - FY 2023/2024

Motion to accept the Annual Report - FY 2023/2024 as presented was made by Member Scott Stiltner and seconded by Member Jonathan Foley. Motion carried unanimously by roll call vote.

6. Economic Incentive Agreement with Commons 4075 LLC Catfish Commons – (4075 Ridgewood Avenue)

Motion to recommend approval of the Economic Incentive Agreement with Commons 4075 LLC Catfish Commons – (4075 Ridgewood Avenue) was made by Member Scott Stiltner and Seconded by Member Tracy Grubbs. Motion carried unanimously by roll call vote.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

There were none.

There being no further business brought before the Members of the Port Orange Town Center Community Redevelopment Agency; the meeting adjourned at 6:39 p.m.

Chairman Lance Green

Attest:

Robin Fenwick, MMC
City Clerk

PORT ORANGE CITY COUNCIL & TOWN CENTER
COMMUNITY REDEVELOPMENT AGENCY
JOINT SPECIAL MEETING MINUTES
COUNCIL CHAMBERS – CITY HALL
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
AUGUST 21, 2024

THE JOINT SPECIAL MEETING OF THE PORT ORANGE CITY COUNCIL AND TOWN CENTER COMMUNITY REDEVELOPMENT AGENCY was called to order by Mayor Donald Burnette at 6:31 p.m.

Roll Call	Present:	Councilman Jonathan Foley Councilman Tracy Grubbs Councilman Drew Bastian Vice Mayor Scott Stiltner Mayor Donald Burnette
	CRA Members	Chair Jonathan Foley Member Tracy Grubbs Member Drew Bastian Member Scott Stiltner Member Donald Burnette
	Absent:	Vice Chair Michael Benedict
	Also Present:	City Manager Wayne Clark City Attorney Matthew Jones Assistant City Manager Robin Fenwick

PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

There were no objections to the notice of the meeting and the notice was accepted.

DISCUSSION/ACTION

2. Second Reading – Ordinance No. 2024-14 – First Amendment to the Riveryard Master Development Agreement (Case No. PRZA-24-0005)

Member Donald Burnette read Ordinance No. 2024-14 into the record.

ORDINANCE NO. 2024-14

AN ORDINANCE OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, APPROVING THE FIRST AMENDMENT TO THE RIVERYARD MASTER DEVELOPMENT AGREEMENT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES;

PROVIDING FOR SEVERABILITY; AND PROVIDING AN
EFFECTIVE DATE.

CRA: Motion to recommend approval of the proposed First Amendment to the Riveryard Master Development Agreement, as set forth in Ordinance No. 2024-14, and authorize the CRA Chair and Agency Clerk to execute all necessary documents, was made by Member Scott Stiltner and Seconded by Member Donald Burnette. Motion carried unanimously by roll call vote.

Council: Motion to approve Ordinance No. 2024-14 approving the First Amendment to the Riveryard Master Development Agreement; and authorize Mayor and City Clerk to execute all necessary documents, was made by Vice Mayor Scott Stiltner and Seconded by Councilman Jonathan Foley. Motion carried unanimously by roll call vote.

3. Approval of the Temporary License Agreement with Bristol Port Orange Waterfront, LLC

CRA: Motion to approve the Temporary License Agreement with Bristol Port Orange Waterfront LLC. For parcels owned by the CRA and jointly owned with the City, subject to the approval of Ordinance No. 2024-14; and authorize Chair and Agency Clerk to execute all necessary documents was made by Member Scott Stiltner and Seconded by Member Donald Burnette. Motion carried unanimously by roll call vote.

Council: Motion to approve the Temporary License Agreement with Bristol Port Orange Waterfront, LLC; subject to the approval of Ordinance No. 2024-14; and authorize Mayor and City Clerk to execute all necessary documents was made by Vice Mayor

Scott Stiltner and Seconded by
Councilman Jonathan Foley.

Robert Reinhausen, resident, expressed his concerns with the license agreement.

Motion carried unanimously by roll call
vote.

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

ADJOURNMENT – 6:37 p.m.

Attest:

Chairman Jonathan Foley

Robin Fenwick, MMC
City Clerk

Mayor Donald Burnette

Attest:

Robin Fenwick, MMC
City Clerk



COMMUNITY REDEVELOPMENT AGENCY FOR PORT ORANGE TOWN CENTER

AGENCY MEETING DATE: 8/5/2025

SUBJECT: (C3) Resolution No. 25-01 - Port Orange Town Center CRA Tax Increment District FY 2025-2026 Operating Budget

DEPARTMENT: Community Development

RECOMMENDED MOTION: Move to approve Resolution No. 25-01.

SUMMARY: Attached is the proposed operating budget for the Port Orange Town Center CRA tax increment district for FY 2025-2026 (October 1, 2025 to September 30, 2026).

The CRA budget is considered prior to the City's formal budget hearings in September to ensure the CRA Board has sufficient time to review the proposal, provide input, and recommend any necessary adjustments before it is incorporated into the full City budget and adopted by the City Council.

The resolution is also written so that the revenues and expenditures are estimates that can be changed based on the final adopted millage rate and budget. Therefore, the tax increment can be adjusted to the final amount without requiring the CRA Board to reconsider the budget.

ATTACHMENTS:

1.	Town Center Resolution 25-01 w exhibit	Town Center Resolution 25-01 w exhibit.pdf
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Tim Burman	Created/Initiated - 07/16/2025
Tim Burman	Approved - 07/16/2025
Mark Simpson	Approved - 07/21/2025
Shannon Balmer	Approved - 07/24/2025
Wayne Clark	Final Approval - 07/24/2025

RESOLUTION NO. 25-01

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, 2025, AND ENDING SEPTEMBER 30, 2026; 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, 2025, and ending September 30, 2026, 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, 2025, and ending September 30, 2026, 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 LANCE GREEN

ATTEST:

Robin Fenwick, MMC, City Clerk

Adopted on the _____ day of _____

Reviewed and Approved: _____
Shannon K. Balmer, Senior Assistant City Attorney

EXHIBIT "A"

**103 Town Center CRA
FY2026 Total Requested Budget**

Revenue	
Intergovernmental Revenue	472,372
Miscellaneous Revenues	5,000
Total revenues	<u>477,372</u>
Operating Expenditures	
Contractual Services	5,000
Other Supplies and Expenses	3,775
Current Year Carryforward	66,228
Debt Service	<u>402,369</u>
Total expenditures	<u>477,372</u>
Net change	<u><u>0</u></u>