

**Economic Development Authority of the City of Portsmouth
March 17, 2026
9:00 AM**

COMMISSIONERS PRESENT: Malcom Mitchell – Chairman
Neal Barber – Vice Chairman
Theresa Saunders-Smith – Treasurer
Heather Harkleroad
Joe Harmon
Ross Morgan

ALSO PRESENT: Brian Donahue – Secretary
Jeff Miller – Deputy City Attorney
Steven Carter – City Manager
Alisa Winston – PRHA

ABSENT: Camille Cherry – Commissioner
Charles J. Bauman, III – Assistant Secretary
Kelsey Swieringa – Assistant City Attorney
Derek Challenger – Interim City Attorney
Lakeitha Forest – Finance
Vernon Tillage – City Council Liaison
Mark Hugel – City Council Liaison

GUESTS: Steve Edwards – City Assessor
Dorothy Morgan – Deputy City Assessor

Welcome & Call to Order

- The Chairman called the meeting to order at 9:02 a.m.

Roll Call

- Mr. Donahue called the roll. There was a quorum.

Minutes

- The minutes from the February 17, 2026, Regular Meeting were presented and adopted.

ACTION: On a motion by Mr. Mitchell and seconded by Mrs. Saunders-Smith, the Commissioners approved the minutes from February 17, 2026, Regular Meeting as presented.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mrs. Saunders-Smith - yes;
Mrs. Cherry - absent; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes.
Approved 6-0 vote.

Financials

- No financials presented.

Old Business

- **Waterfront Development** – Mr. Donahue provided an update on the Crawford Bay Waterfront Development Project. A Request for Qualifications (RFQ) for development interest was issued on March 4, 2026. A pre-proposal conference was held on March 16 that attracted over 61 participants. RFQ submissions are due by April 30. Additionally, feedback from the public engagement workshops has been compiled and is available on the project website. A link to the information will be provided to the Commissioners.
- **LINC District**
 - **Property Updates** – Mr. Donahue provided an update on EDA properties in the LINC District.
 - **1028 High St., 1013 Queen St., & 1015 Queen Street** – Demolition activities have begun and construction fencing has been placed around the perimeter.
 - **1117-1121 High St.** – A pre-construction meeting for the planned building renovation is planned within the next 2 weeks. Notice has been received by the Governor’s office that the project received an award from the Port Host Communities Revitalization Fund Grant Program in the amount of \$550,000, which is approximately 50% of the construction costs.
 - **1220 High St.** – The Invitation for Bids for exterior renovations and roof replacement at 1220 High St. was issued on March 12. A non-mandatory pre-bid conference will be held on March 19. The bid submission deadline is April 14 and will be publicly read on April 15. The finalizing of the contract and contractor will likely take place in May.
 - **934 High St.** – A structural assessment is being completed for the property. Staff has also been obtaining price quotations for installing an outdoor receptacle and string lighting above the Wall Street alleyway. Pricing should be received before the end of March.
 - **817-833 High Street** – A Phase I environmental assessment has been completed. It identified no known issues in federal, state, or local databases; however, it noted nearby environmental conditions and potential historical industrial uses in the area. Because of these surrounding factors, the assessment recommended a Phase II study be performed. A \$6,800 proposal from Stokes Environmental Associates has been received to perform this work.

There was discussion regarding the appearance of the site, as it is a large vacant lot in the heart of downtown. Suggestions were made to explore creative uses for the space before permanent development occurs, such as a minipark, artwork, or temporary recreational facilities like pickleball courts to

keep the area attractive.

ACTION: At (9:13 a.m. Mr. Barber, seconded by Mrs. Saunders-Smith, moved that the Commissioners authorize the motion to Approve the Award of Phase II of the Environmental Assessment at the stated price.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 6-0 vote.

- **Cradock Property Update** – Mr. Donahue provided an update on EDA owned property at 53, 60 Afton Parkway and 73 Farragut Street. Plans for the demolition of 53 Afton Parkway were discussed in addition to the consolidation of the properties to market them for residential development. Assemblage of properties will create a development site of 0.336 acres. Staff has obtained a proposal for the demolition documents to be prepared. Additionally, an asbestos abatement plan is being developed and will be submitted for Engineering approval.
- **219 Pavilion Drive** – The sale of EDA owned property at 219 Pavilion Drive closed on March 19, 2026. The sale price was for \$493,750. The disposition supports the expansion of the Frito-Lay PepsiCo facility located next door. The company is expanding its truck court on the north side of the building to allow semi-trailers to maneuver and access loading dock doors more effectively.
- **Small Business Loan Program Update** – Ms. Drake provided an update on the EDA's Small Business Loan Program. The EDA is partnering with Bridging Virginia, a Richmond-based organization, to implement a Small Business Loan Program. The initiative aims to support and grow Portsmouth-based businesses. The program has a total budget of \$350,000. Of this, \$250,000 is dedicated to capitalizing the loan fund, and \$100,000 is allocated for administrative fees. As of March 17, 2026, there were two applications in the pre-underwriting phase. Loans exceeding \$25,000 are reviewed by a Capital Access Committee, and loans over \$50,000 require explicit EDA approval. Bridging Virginia has been actively marketing the program through social media, email campaigns (reaching nearly 1,900 contacts), and public information sessions were held on January 28 and March 5.

New Business

- **Announcements and Ribbon Cuttings** –
Big Homies Community Center, 710 Lincoln St. – March 23, 11:00am
Rainbow Restoration, 808 Port Centre Pkwy. – March 25, 11:00am
AMP Sortation, 3325 Frederick Blvd. – April 2, 2:00-3:00pm
- **HR Chamber State of the City Event** – The annual State of the City event will be held at River's Casino, May 8, 2026, 12:00-2:00pm
- **EDA/City Council Joint Meeting** – May 11, 2026, 5:30pm
Mr. Donahue advised that the EDA needs to start engaging in conversations about topics of discussion for this joint meeting.

Closed Meeting

ACTION: At 9:41 a.m. Mr. Barber, seconded by Mrs. Saunders-Smith moved to go into a closed meeting pursuant to Virginia Code Subsection 2.2-3711 A.3 for the purpose of discussion of disposition of reality interest, where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the public body specifically regarding the disposition of interest in 3345 Victory Boulevard.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 6-0 vote.

Open Meeting

ACTION: At 9:49 a.m. Mr. Barber, seconded by Mrs. Saunders-Smith, moved that each Commissioner certify that, to the best of his or her knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting just concluded.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 6-0 vote.

• **3335 and 3345 Victory Boulevard –**

ACTION: On a motion by Mr. Barber and seconded by Mrs. Saunders-Smith, the Commissioners moved to adopt resolution for 3335 and 3345 Victory Boulevard for the conditional release of restrictions.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 6-0 vote.

RESOLUTION:

(3345 Victory Boulevard - Conditional Release of Restrictions)

WHEREAS, in 2021 the EDA conveyed certain property having addresses of 3335 and 3345 Victory Boulevard (the "Property") to Riptide IV LLC ("Riptide") for development; and

WHEREAS, Riptide IV has completed development of a portion of the Property and has contracted to convey a portion of the Property to Woda Cooper Companies, Inc. or its affiliates ("Woda") for the development of affordable housing; and

WHEREAS, EDA's conveyance of the Property to Riptide was made subject to

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certain restrictive covenants and other restrictions, including limitations on the use of the Property, limitations on the right to convey the Property prior to development, and repurchase rights (collectively, the "Development Restrictions"); and

WHEREAS, in order for Woda to develop housing on the undeveloped portion of the Property, it will be necessary for EDA to release some or all of the Development Restrictions that apply to the portion of the Property to be conveyed to Woda (that portion referred to as the "Woda Parcel"); and

WHEREAS, City Council has indicated its support for Woda's proposed development of the Woda Parcel by granting a Use Permit;

NOW, THEREFORE, it is hereby RESOLVED that:

1. Subject to conveyance of the Woda Parcel to Woda or a tax credit entity controlled by Woda, the EDA hereby approves and authorizes the release of the Development Restrictions to the extent they prohibit residential development or use on the Woda Property, and further authorizes the release of all other Development Restrictions on the Woda Property to the extent they could, in the determination of the Chair, Vice Chair or Secretary, in their sole discretion, interfere with the financing or development of the Woda Property for affordable housing;
2. The Chair, Vice Chair, Secretary, and their designees are each hereby authorized to execute and deliver for recordation one or more releases, amendments, or instruments of similar effect that release or modify all or a portion of the Development Restrictions from and against the Woda Parcel; and
3. This resolution shall be effective immediately upon adoption.

Items Submitted by Commissioners

- Mrs. Saunder-Smith provided a presentation on examples of public art installations for consideration for the LINC District.

Report Backs

- None

Adjourn

- The meeting adjourned at 11:05 a.m.

Respectfully submitted,

Brian Donahue, Secretary
Malcom Mitchell, Chair