

**Economic Development Authority of the City of Portsmouth
May 20, 2025
9:00 AM**

COMMISSIONERS PRESENT: Malcom Mitchell – Chairman
Neal Barber – Vice Chairman
Theresa J. Saunders-Smith – Treasurer
Anthony Brown
Joe Harmon
Camille Cherry
Matthew James

ALSO PRESENT: Brian Donahue – Secretary
Charles J. Bauman III – Assistant Secretary
Steven Carter – City Manager
William Moody – City Council Liaison
Kelsey Swieringa – Assistant City Attorney
Jeff Miller – Deputy City Attorney
Alisa Winston – PRHA

ABSENT: Vernon Tillage – City Council Liaison
Kyera Pope – Finance
Lavonda Graham-Williams – City Attorney

GUESTS: Mark Hugel – Councilman
Trey Burke – Finance
Jolie Spiers – Hampton Roads SBDC

Welcome & Call to Order

- The Chairman called the meeting to order at 9:00 a.m.

Roll Call

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

Minutes

- The minutes from the April 15th, 2025, 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 the April 15, 2025, Regular Meeting as presented.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes; Ms. Saunders-Smith - yes; Ms. Cherry - yes; Mr. James – yes; Mr. Harmon-yes. Approved 7-0 vote.

Financials

- **FY26 EDA Operating Budget** - Mrs. Saunders-Smith presented the proposed EDA FY26 Operating Budget. Notably, the Budget includes an increased allocation for Administrative and Servicing of the EDA Small Business Loan Program in the amount \$125,000.

ACTION: On a motion by Mr. Barber and seconded by Mr. James, the Commissioners approved the EDA FY26 Operating Budget as presented.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Ms. Saunders-Smith - yes; Ms. Cherry - yes; Mr. James – yes; Mr. Harmon-yes. Approved 7-0 vote.

Old Business

- **710 Lincoln St. Disposition** – Ms. Julie Chop, Real Estate Development Specialist, reported that the sale of EDA property at 710 Lincoln Street closed on April 24, 2025 with a sale price of \$30,000 and proceeds in the amount of \$29,950. The buyer was Big Homies Inc.
- **1028 High St.** – Ms. Chop advised that the preliminary application for a zoning permit for demolition of 1028 High Street has been submitted. Once approved, the demolition bidding process will follow, with work expected to begin within 60 days of bid award.
- **1117-1121 High St** – Ms. Chop reported that permits for roof replacement and interior & exterior renovations have been submitted and will go out to bid upon approval.
- **1220 High St** – Ms. Chop presented a new conceptual design for exterior renovations to 1220 High Street from Mosely Architects, featuring a new front entrance, patio, and updated paint scheme. The estimated cost for the work is \$100,000 to \$125,000. An optional drive-thru additional will add approximately \$15,000 in cost. The Commission reached a unanimous consensus to proceed with the preparation of construction documents.
- **934 High St** – Ms. Chop reported that a Phase 1 Environmental Site Assessment for 934 High Street was received and has been reviewed. It revealed an potential underground storage tank which is a recognized environmental condition, and possible lead-based paint. A Phase II Environmental Site Assessment has been recommended.
- **SPPA Wall Street Mural Festival** – Mr. Harmon praised the 2025 Wall Street Mural Festival's success, noting strong attendance, engaging activities, and its positive impact on Portsmouth's artistic profile. Mr. Donahue proposed a future use of property to be acquired at 934 High Street for electrical service to support lighting improvements to Wall Street.
- **Small Business Contracting Institute Survey** – Autumn Bailey, Senior Business Development Specialist, and Jolie Spiers, Executive Director of the Hampton Roads Small Business Development Center, provided positive survey feedback for the Small Business Contracting Institute. 100% of the program participants would recommend the program to other business owners. 85% have received or are pursuing contracts and one participant was awarded a contract by the Housing Authority.

- **Small Business Loan Program** – Mr. Donahue shared that all the evaluations of the proposals to the RFP for Small Business Loan Program administration have been submitted. An award is expected to be presented at the EDA's June 17, 2025 meeting, targeting a FY26 program launch.
- **EDA Retreat Review** – Mr. Donahue recapped the status of the EDA's three primary initiatives: Crawford Bay Waterfront Development, the LINC District and the Entertainment District. Mr. Donahue shared that Mayor Glover and Councilman Hugel have been appointed to the project committee for Crawford Bay Waterfront Development project. Suggested guiding development tenets were reviewed.
- **EDA/ City Council Joint Meeting** – Mr. Donahue reported that a new date for the joint meeting is being determined based on availability.

New Business – None

Closed Meeting

ACTION: At 10:28a.m. Mr. Barber, seconded by Mr. Brown moved to go into a closed meeting pursuant to Virginia Code Subsection 2.2-3711 A.3 for the purpose of discussing the disposition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically regarding the dispositions of 8 Crawford Parkway, 2 Crawford Parkway, 2 Harbor Court, 3 Harbor Court, 1117 High Street, and 219 Pavilion Drive.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Ms. Saunders-Smith - yes; Ms. Cherry - yes; Mr. James – yes; Mr. Harmon-yes. Approved 7-0 vote.

Open Meeting

ACTION: At 11:12 am 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. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Ms. Saunders-Smith - yes; Ms. Cherry - yes; Mr. James – yes; Mr. Harmon-yes. Approved 7-0 vote.

ACTION: At 11:13am Mr. Barber, seconded by Mrs. Saunders-Smith, moved to amend the agenda for inclusion of the short-term lease consideration of 1117 High Street.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Ms. Saunders-Smith - yes; Ms. Cherry - yes; Mr. James – yes; Mr. Harmon-yes. Approved 7-0 vote.

ACTION: At 11:14 Mr. Barber, seconded by Mrs. Saunders-Smith moved to extend the feasibility period for 219 Pavilion Drive through July 16, 2025.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Ms. Saunders-Smith - yes; Ms. Cherry - yes; Mr. James – yes; Mr. Harmon-yes. Approved 7-0 vote.

ACTION: At 11:15am Mr. Barber, seconded by Mr. Brown moved to approve a short-term lease for 1117 High Street for the use of a movie set design location.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Ms. Saunders-Smith - yes; Ms. Cherry - yes; Mr. James – yes; Mr. Harmon-yes. Approved 7-0 vote.

Items Submitted by Commissioners

- Mrs. Saunders-Smith requested an update on the King’s Landing Groundbreaking. It was reported that the contractor will begin mobilizing this week. The ceremony date is forthcoming.

Report Backs

- Ms. Cherry suggested a visit to the Mariner’s Museum to increase historical knowledge of the city and to review the museum’s guiding tenets.
- Mr. Donahue reminded the board about the Groundbreaking Ceremony for the DeLong Company at 1 Harper Ave, scheduled for May 29, 2025 at 10:00am.

Adjourn

- The meeting adjourned at 11:26am.

Respectfully submitted,

Brian Donahue, Secretary

Malcom Mitchell, Chair