Economic Development Authority of the City of Portsmouth
June 16, 2026
9:00 AM

COMMISSIONERS PRESENT:	Malcom Mitchell – Chairman Neal Barber – Vice Chairman Theresa Saunders-Smith – Treasurer Camille Cherry Heather Harkleroad Joe Harmon Ross Morgan
ALSO PRESENT:	Charles Bauman – Assistant Secretary Jeff Miller – Deputy City Attorney Steven Carter – City Manager Vernon Tillage – City Council Liaison Mark Hugel – City Council Liaison
ABSENT:	Brian Donahue – Secretary Kelsey Swieringa – Assistant City Attorney Stephanie Council – Finance Lakeitha Forest – Finance Alisa Winston – PRHA
GUESTS:	Bill Dodson – City Councilman C. J. Bodnar – Assistant City Engineer

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Welcome & Call to Order

- The Chairman called the meeting to order at 9:01 a.m.

Roll Call

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

Minutes

- The minutes from the May 19, 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 May 19, 2026, Regular Meeting as presented.

  Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mrs. Saunders-Smith - yes; Mrs. Cherry - yes; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 7-0 vote.

Old Business

- **Waterfront Development** – Mr. Bauman provided an update on the Crawford Bay Waterfront Development Project. The final RFQ engagement session was successfully completed. Presentation materials, photographs, and the meeting video were distributed to Commissioners and would also be shared with public attendees. The following project milestones remain on schedule:
  - Developer proposal review – September 2026
  - Developer selection – November 2026
  - City Council approval – December 2026

  The Commissioners discussed expanding public engagement by: presenting to neighborhood civic leagues; partnering with civic association leaders; utilizing churches and community organizations; and improving outreach across multiple generations through both traditional and digital communication methods.

- **LINC District**

  - **RAISE Grant Update** – C. J. Bodnar, Assistant City Engineer, presented an update on the High Street corridor improvement project. The $24.5 million project has received $19.3 million in federal RAISE Grant funding support. Improvements include wider sidewalks, protected bicycle lanes, parallel parking, streetscape enhancements, utility upgrades and high-speed fiber infrastructure.

    Construction documents are expected to reach the 60% design milestone in August, followed by a public hearing in September. Construction is anticipated to be completed by May 2030.

  - **Property Updates** – Julie Chop, Real Estate Development Specialist, provided an update on EDA activities in the LINC District.

    - **1028 High St., 1013 Queen St., & 1015 Queen Street** – Demolition of the EDA property at 1028 High Street is complete. Demolition of the remaining Queen Street properties is nearing completion with final inspections expected by the end of the week.

    - **1117-1121 High St**. – Ms. Chop reviewed several change order items related to the contract for the renovation of the EDA's property at 1117-1121 High St. with GC Commercial. They included:

      Fee proposal from ECS Mid-Atlantic, LLC for $4,242 to complete the required construction materials testing and special inspections.

      Change Order #1: Change order for $3,592.46 in additional cost due to an unforeseen condition that wasn't found until demolition started and has created an unsafe condition that must be fixed. There are stacked bricks with no support. A new 6-inch concrete masonry block wall will be installed to fill in the existing storefront opening. The wall will include reinforcing wire for added structural support and will be built up to connect with the existing header above.

Change Order #2: No-Cost Contract Extension Change Order. The contractor has requested a 4-week time extension due to delays in obtaining the plumbing permit, as well as the unforeseen condition described above and below.

Change Order #3: Change order in the amount of $27,380.64 for additional roofing repairs due to the metal decking underneath being rotted and needing to be replaced.

Future Change Orders: The Commissioners discussed authorizing all future change orders for 1117-1121 High St. so long as they are for $36,000 or less in order to minimize potential delays in renovation progress.

ACTION: On a motion by Mr. Barber and seconded by Mr. Harmon, the Commissioners unanimously authorized the execution of the above-referenced change orders.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mr. Harmon - yes;
Mrs. Cherry - yes; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 7-0 vote.

- **1220 High St.** – Ms. Chop reported that the building permit for renovations to the EDA owned property at 1220 High St. has been approved and construction is scheduled to start on July 6, 2026, with an anticipated completion of October 6, 2026. A Special Exception application for reestablishing the property's existing drive-through will be heard by the Board of Zoning Appeals on June 24. Discussions with a prospective tenant regarding lease negotiations and interior build-out terms are underway.

- **934 High St.** – Moseley Architects has completed a Structural Assessment Report for the EDA owned building at 934 High St. The assessment identified significant structural issues requiring repairs, though the building remains sound and secure for future reuse. A cost estimate for recommended repairs is expected before the EDA’s July meeting.

- **817-833 High Street** – Ms. Chop requested authorization for securing engineering and environmental services in support of the demolition of 817-833 High St. Kimley-Horn has submitted a proposal for $30,000 to prepare construction documents for demolition. Stokes Environmental has also submitted a fee proposal for $2,200 to complete a Hazardous Materials Inspection and the preparation of demolition specifications for asbestos-containing materials, lead-based paint, and additional environmental considerations as needed for the demolition.

ACTION: On a motion by Mr. Barber and seconded by Mr. Harmon, the Commissioners unanimously authorized the preparation of construction documents for $30,000, and environmental inspection/specifications at a cost of $2,200 in support of the demolition of 817-833 High St.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mr. Harmon - yes; Mrs. Cherry - yes; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 7-0 vote.

- **Cradock Property Update** – Ms. Chop provided an update on 53, 60 Afton Parkway and 73 Farragut Street. It was reported that the Historic Preservation Commission denied the EDA's request to demolish the building at 53 Afton Pkwy., citing the building's historic significance and structural concerns. Further discussion was deferred to Closed Session.

- **53 Afton Parkway *(Added Agenda Item)*** – Ms. Chop outlined the need to offer the EDA property at 53 Afton Pkwy. for conveyance to the City of Portsmouth for $25,000 in accordance with Code of Virginia § 15.2-2306 and Chapter 40.2 Portsmouth Zoning Ordinance Sec. 40.2-536 in support of demolition and disposition.

  ACTION: On a motion by Mr. Barber and seconded by Mrs. Saunders-Smith, the Commissioners unanimously authorized the motion to offer the property for conveyance to the City of Portsmouth for $25,000 in accordance with Code of Virginia § 15.2-2306 and Chapter 40.2 Portsmouth Zoning Ordinance Sec. 40.2-536.

  Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mr. Harmon - yes; Mrs. Cherry - yes; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 7-0 vote.

- **301 Columbia Street *(Added to Agenda)*** – Ms. Chop discussed the need to authorize a six-month extension to the temporary lease agreement for 301 Columbia Street, Suite B with the City of Portsmouth Behavioral Health Services Department.

  ACTION: On a motion by Mr. Barber and seconded by Mrs. Saunders-Smith, the Commissioners unanimously authorized the motion to authorize a six-month extension to the temporary lease agreement for 301 Columbia Street, Suite B with the Behavioral Health Services Department.

  Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mr. Harmon - yes; Mrs. Cherry - yes; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 7-0 vote.

<u>New Business</u>

No new business was discussed.

<u>Closed Meeting</u>

<u>ACTION:</u> At 9:43 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 discussing the acquisition of real property, where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the public body specifically regarding strategic acquisitions.

Roll Call Vote: Mr. Mitchell- yes; Mr. Barber - yes; Mr. Harmon - yes; Mrs. Cherry - yes; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 7-0 vote.

Open Meeting

ACTION: At 10:03 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; Mr. Harmon - yes; Mrs. Cherry - yes; Ms. Harkleroad - yes; Mr. Harmon - yes; Mr. Morgan - yes. Approved 7-0 vote.

Items Submitted by Commissioners
- None

Report Backs
- None

Adjourn

- The meeting adjourned at 10:06 a.m.

Respectfully submitted,

Brian Donahue, Secretary

Malcom Mitchell, Chair