

**Economic Development Authority of the City of Portsmouth
March 18, 2025
9:00 AM**

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

ALSO PRESENT: Brian Donahue – Secretary
Steven Carter – City Manager
Shannon Glover – Mayor
Jeff Miller – Deputy City Attorney
Kelsey Swieringa – Assistant City Attorney

ABSENT: Lavonda Graham-Williams – City Attorney
Camille Cherry – Commissioner
William Moody – City Council Liaison
Vernon Tillage – City Council Liaison
Alisa Winston - PRHA
Kyera Pope – Finance

GUESTS: Mark Hugel – Councilman
Steve Edwards – City Assessor
Stephen Meyers – SB Ballard

Welcome & Call to Order

- The Chairman called the meeting to order at 9:03 a.m.

Roll Call

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

Minutes

- The minutes from the February 18, 2025 Regular Meeting were presented and adopted.

ACTION: On a motion by Mr. Mitchell and seconded by Mr. Brown, the Commissioners approved the minutes from the February 18, 2025 Regular Meeting as presented.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Mr. James – yes; Mr. Harmon-yes. Approved 6-0 vote.

Introduction

- Mr. Donahue introduced the new Assistant Director of Economic Development, Mr. Charles Bauman, III.

Old Business

- **Kings Landing – 1021-1107 High St.** – Mr. Donahue stated that the EDA property at 1021-1107 High St. has been transferred to A4 Development Group. The developer is in the process of securing permits and expects construction to commence within the next 30 days.
- **1117-1121 High St.** – Final construction documents for exterior renovations at 1117-1121 High St. and interior renovation at 1117 High St. are currently being prepared. The project will include roof replacements for both properties and the installation of a gas line. The documents are anticipated to be finalized within the next 30 days.
- **1028 High St.** – Demolition plans for 1028 High St. have been received and feedback has been provided by the Economic Development Department. The project's consultant, Kimley Horn, will submit these plans for City review. Following demolition plan approval the project will be advertised for Invitation for Bids.
- **FY26 EDA Budget Committee** – A follow-up meeting for the EDA Budget Committee is scheduled for March 20, 2025 to finalize a draft budget for presentation at the April 15, 2025 EDA meeting. This will allow for budget adoption in May.
- **EDA Annual Retreat** – The EDA Annual Retreat is scheduled for April 11, 2025. Items to be discussed include Crawford Bay Waterfront Development, Innovation District, and Entertainment District, as well as identifying best practices for properties currently owned by the EDA.

New Business

- **Business Investment Grant Update** – Mr. Donahue provided an update on the EDA's FY25 Business Investment Grant Program.
- **Real Property Investment Grants** – Mr. Donahue presented the following Real Property Investment Grant applications for consideration.
 - **2025 High St.** – Joro Fleet Services has proposed to replace garage doors, install new flooring and security cameras. The total cost of the project is \$67,000, with a grant request of \$25,000.
 - **3204 Tyre Neck Rd.** – Thornton Electrical Services has proposed painting the exterior and interior of the property and installing new business signage. The total project cost is \$24,501.29, with a grant request of \$12,250.65.

ACTION: At 9:22am Mrs. Saunders-Smith, seconded by Mr. James moved to approve the Real Property Investment Grant applications for Joro Fleet Services (2025 High St.) and Thornton Electric Services (3204 Tyre Neck Rd.) as proposed.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Mr. James – yes; Mr. Harmon-yes. Approved 6-0 vote.

Closed Meeting

ACTION: At 9:24am Mr. Barber, seconded by Mrs. Saunders-Smith moved to go into a closed meeting: (A) pursuant to Virginia Code Subsection 2.2-3711 A.3 for the purpose of discussing the acquisition and 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 strategic acquisitions and the dispositions of 1220 High Street, 8 Crawford Parkway, 2 Crawford Parkway, 2 Harbor Court, and 3 Harbor Court; and (B) pursuant to Virginia Code Subsection 2.2-3711 A.6 for the purpose of discussing the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, specifically regarding the Small Business Finance Program.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Mr. James – yes; Mr. Harmon-yes. Approved 6-0 vote.

Open Meeting

ACTION: At 10:19am Mr. Barber, seconded by Mr. Brown, 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, Mrs. Saunders-Smith - yes; Ms. Cherry - absent; Mr. James – yes; Mr. Harmon-yes. Approved 6-0 vote.

ACTION: At 10:20am Mr. Barber, seconded by Mr. Brown moved to approve a proposal for exterior architectural conceptual designs from Moseley Architects in the amount of \$3,761 and a landscaping proposal from Claud's Lawn Care for EDA property at 1220 High St. in the amount of \$5,770.

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown - yes, Mrs. Saunders-Smith - yes; Mrs. Cherry - absent; Mr. James – yes; Mr. Harmon-yes. Approved 6-0 vote.

Items Submitted by Commissioners

- None

Report Backs

- None

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Adjourn

- The meeting adjourned at 10:22am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Donahue", with a stylized, cursive script.

Brian Donahue, Secretary

Malcom Mitchell, Chair