

**Economic Development Authority of the City of Portsmouth  
September 17, 2024  
9:00 AM**

**COMMISSIONERS PRESENT:** Malcom Mitchell – Chairman  
Neal Barber – Vice Chairman  
Theresa J. Saunders-Smith – Treasurer  
Barbara Smith – 9:04am-10:38am  
Anthony Brown  
Matthew James  
Joe Harmon

**ALSO PRESENT:** Brian Donahue – Secretary  
Jeff Miller – Deputy City Attorney  
Kelsey Swieringa – Assistant City Attorney  
William Moody – City Council Liaison

**ABSENT:**  
Vernon Tillage – City Council Liaison  
Lavonda Graham-Williams – City Attorney  
Flora Berisha – Finance  
Kyera Pope – Finance  
Steven Carter – City Manager  
Alisa Winston – PRHA

**GUESTS:** Sean Collins Harris – Applied Pressure, LLC  
Geneva Collins Harris – Applied Pressure, LLC  
Trey Burke, City Budget Officer  
Steve Edwards, City Assessor

---

**Welcome & Call to Order**

- The Chairman called the meeting to order at 9:04 a.m.

**Roll Call**

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

**Minutes**

- The minutes from the August 20, 2024, 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 August 20, 2024, Regular Meeting as presented.

EDA Meeting  
September 17, 2024

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

### **Financials**

- Mr. Donahue advised the EDA that when the FY2025 Operating Budget was adopted, a clerical error existed and that \$300,000 that was intended for allocation to the Local Incentive Program-Real Property Investment Grant was unknowingly omitted. The EDA made an amendment at its August 20, 2024 meeting to increase this line item in the budget by \$51,011.00 for a total of \$351,011.00. In order to correct the previous error an amendment to Line Item 49: Local Incentive Program-Real Property Investment Grant is necessary to reestablish the \$300,000.

**ACTION:** On a motion by Mr. Barber and seconded by Mrs. Saunders-Smith, the Commissioners amended the FY25 Budget to allocate \$300,000 to the Local Incentive Program-Real Property Investment Grant budget line.

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

### **Presentation**

- **Perspectives on Minority Contracting: Sean Collins Harris, Applied Pressure, LLC:** Mr. Sean Collins Harris, owner of Applied Pressure, LLC gave a presentation on “Perspectives on Minority Contracting” in the City of Portsmouth. He gave an overview from a contractor’s perspective on learning how to navigate the process of government contracting, challenges experienced and suggestions for the City’s support of SWAM contractors.

### **Old Business**

- **Innovation District Plan Update:** Mr. Donahue reported that the Innovation District Plan was officially adopted by City Council at the September 10, 2024 meeting. The Planning Department will move forward with defining some regulatory changes, assessing the zoning regulations, design standards, etc. for the district.
- **1028 High St., 1013-1015 Queen St., 400 Hatton St.:** Mr. Donahue updated the Commissioners on the acquisition of 1028 High St., 1013-1015 Queen St., 400 Hatton, commonly referred to as the Holmes properties. He stated that a structural engineer has assessed the condition of the properties. It has been determined that there are structural issues with each of the buildings and that demolition and clearance of the properties is necessary. The buildings are in the process of being reboarded and secured. Staff will be obtaining a proposal from a civil engineer for the preparation of demolition plans and specifications that will go out for a construction bid. This will be a 30–60-day process and does require an approved engineering plan. Mr. Donahue plans to have a proposal for the civil design work in October.
- **1117-1121 High St. –** Mr. Donahue provided an update on 1117-1121 High Street project. A roof replacement bid package has been prepared that will be going out for procurement. Staff is also working with the architect for the design work to create a vanilla shell space at 1117 High St. to include electrical and plumbing upgrades, as well as giving the exterior of the entire building a new fresh and updated look.

- **Bains Point – 1100 High St.:** Mr. Donahue stated the EDA recently amended the Purchase Agreement for 1100 High St. to provide additional time for the closing to occur on the property. The Woda Cooper Cos. is the developer of this project. They were able to obtain additional financial support in the form of housing subsidies through the state of Virginia that necessitated an environmental review process to be completed. The closing date has been adjusted to November 22, 2024 to allow for the sale to occur.
- **Kings Landing - 1021-1107 High St.:** Mr. Donahue stated that A4 Development, the developer of the project, has an October 15, 2024 deadline for closing on the acquisition of the EDA's property at 1021-1107 High St. Three items need to be completed for the sale to occur which includes: site plan approval, approval of the subdivision plat to combine the parcels and creating the individual building lots, and building plan approval, which has concluded, except for one item needing clarification. All three items are anticipated to be completed within the deadline.
- **Small Business Financing Committee Update:** Vice Chairman Barber stated that staff has prepared a draft RFP for a small business loan program that was submitted to the Finance Committee on September 13, 2024. The Committee plans to complete a detailed review of the RFP and submit it for Commissioner review at the October 15, 2024 meeting.

### **New Business**

- **Small Business Programming –** Mr. Donahue updated the Board on future small business training/event programs:
  - Working For You and Your Business September 19, 2024
  - Understanding Financial Statements September 26, 2024
  - Business Plan Preparation October 3, 2024
  - MBE Certification Session October 17, 2024
  - SWaM/DBE Certification Session October 29, 2024
  - Black Diamond Weekend – (\$10,000 - 50/50 sponsorship) November 7-9, 2024
  - Hampton Roads SBDC Procurement Contracting Institute January 9 – February 20, 2025

### **Closed Meeting**

**ACTION:** At 10:19a.m. Mr. Barber, seconded by Ms. Saunders-Smith, move to go into a closed meeting: (A) 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 700 Crawford Street; 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 Project Semper Melior.

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

**Open Meeting**

**ACTION:** At 10:42a.m. 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, Ms. Saunders-Smith - absent; Mrs. Smith - yes; Mr. James – yes; Mr. Harmon-yes. Approved 6-0 vote.

- **Add Item to Agenda - 700 Crawford St.**

**ACTION:** On a motion by Mr. Barber, and seconded by Mr. Brown, the Commissioners approved to addition of 700 Crawford St. as an agenda item.

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

- **700 Crawford St.**

**ACTION:** On a motion by Mr. Barber and seconded by Mrs. Smith, the Commissioners approved an Amendment to the Amended & Restated Purchase and Sale Agreement for 700 Crawford St.

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

**RESOLUTION  
(700 Crawford – Amendment)**

WHEREAS, EDA entered into an Amended & Restated Purchase and Sale Agreement effective January 5, 2023 with 700 Crawford, LLC (the “Developer”) for the construction of a multifamily development at 700 Crawford Street (as subsequently amended, the “Agreement”); and

WHEREAS, the Agreement provided for the development of approximately 60 multifamily units; and

WHEREAS, it has been determined that the construction of 60 units will not be possible under current City zoning requirements, and Developer has therefore requested that the Agreement be amended to provide for the development of approximately 44 multifamily units; and

WHEREAS, the Agreement provided for an outside closing date of September 30, 2024; and

WHEREAS, due to the necessity of reconfiguring the site, which will include a requirement to recorded a subdivision plat prepared at Developer’s cost (the “Plat”), Developer has requested that the outside closing date be extended to the later of December 31, 2024 or thirty days after recordation of the Plat;

NOW, THEREFORE, it is hereby RESOLVED that:

EDA Meeting  
September 17, 2024

1. The amendment of the Agreement to (1) provide for the development of approximately 44 units of a level of quality substantially similar to the Harbor Vista Apartments, (2) authorize the preparation of the Plat, (3) extend the outside closing date to the later of December 31, 2024 or 30 days after the recordation of the Plat, and (4) make such minor additional modifications as may be required to conform other provisions of the Agreement accordingly, is hereby approved.
2. The Chair and Vice Chair are each authorized to execute an amendment to the Agreement in accordance with the intent of this Resolution.
3. The Chair, Vice Chair and Secretary, and their designees, are each authorized to take such actions and execute such instruments, including the Plat, as may be necessary or desirable in furtherance of the purpose of this Resolution.
4. This Resolution shall be effective immediately upon its adoption.

**Items Submitted by Commissioners**

- Commissioner Harmon advised the EDA that he would like to start a discussion on the status of development in the City's Mid-Town area.

**Report Backs**

- No Items Submitted

**Adjourn**

- The meeting adjourned at 10:56 a.m.

Respectfully submitted,

Brian Donahue, Secretary

Malcom Mitchell, Chair