

**Economic Development Authority of the City of Portsmouth
July 16, 2024
9:00 AM**

COMMISSIONERS PRESENT: Neal Barber – Vice Chairman
Theresa J. Saunders-Smith – Treasurer
Barbara Smith – 9:08am
Anthony Brown – 9:08am
Matthew James
Joe Harmon

ALSO PRESENT: Brian Donahue – Secretary
Kelsey Swieringa – Assistant City Attorney
Vernon Tillage – City Council Liaison
William Moody – City Council Liaison
Kyera Pope – Finance
Steven Carter – City Manager
Alisa Winston – PRHA

ABSENT:
Malcom Mitchell – Chairman
Lavonda Graham-Williams – City Attorney
Jeff Miller – Deputy City Attorney
Flora Berisha – Finance

GUESTS: Mark Hugel – City Councilman
Kyra Sugars - Intern
Steve Edwards – City Assessor
Dorothy Morgan – Deputy City Assessor

Welcome & Call to Order

- The Vice 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 June 18, 2024, Regular Meeting were presented and adopted.

ACTION: On a motion by Ms. Saunders-Smith and seconded by Mr. James, the Commissioners approved the minutes from the June 18, 2024, Regular Meeting as presented.

EDA Meeting
July 16, 2024

Roll Call Vote: Mr. Barber - yes; Mr. Mitchell - absent; Mr. Brown - absent, Ms. Saunders-Smith - yes; Mrs. Smith - absent; Mr. James – yes; Mr. Harmon-yes. Approved 4-0 vote.

Financials

- Kyera Pope presented the EDA’s Quarterly Financial Report through June 30, 2024.

Old Business

- **1021, 1107 High Street** – Mr. Donahue stated the property at 1021-1107 High St. is under contract with A4 Development Group for development of the Kings Landing Townhome Project in the Innovation District. The site plan review has been completed and is pending approval. A subdivision plat has been submitted and should be approved within the next 45 days. In addition, the building plans are also under review. The Development Agreement’s amended expiration date is set to expire on July 19, 2024. Preparations are being for closing, once all remaining approvals are final. A request for a 90-day extension to allow for the closing was recommended.

**RESOLUTION
(1021/1107 High)
(Fifth Extension of Permitting Period)**

WHEREAS, pursuant to a resolution adopted on March 16, 2021 EDA entered into a Purchase and Sale Agreement with A4 Development Group, LLC (the “Developer”) for the construction of a townhome development at 1021 High Street and 1107 High Street (as amended, the “Agreement”); and

WHEREAS, by Resolution adopted on June 27, 2022 the Board authorized the extension of the Permitting Period under the Agreement until January 20, 2023; and

WHEREAS, by Resolution adopted on January 17, 2023 the Board authorized the extension of the Permitting Period under the Agreement until July 20, 2023; and

WHEREAS, by Resolution adopted on July 18, 2023 the Board authorized the extension of the Permitting Period under the Agreement until January 19, 2024; and

WHEREAS, City Council approved an amended Use Permit on May 23, 2023; and

WHEREAS, by Resolution adopted on January 16, 2024, the Board authorized the extension of the Permitting Period under the Agreement until July 19, 2024; and

WHEREAS, Developer has requested to extend the Permitting Period expiration date for three months, with the new expiration date being October 15, 2024; and

WHEREAS, it is in the interest of both parties to allow the Developer additional time to attempt to complete the permitting process for the development, as well as to resolve a title concern that has arisen;

NOW, THEREFORE, it is hereby RESOLVED that:

1. The amendment of the Agreement to extend the Permitting Period through October 15, 2024, together with such minor additional amendments as may be required to conform the

Agreement to the new expiration date, is hereby approved. The amendment shall provide that Developer shall have no right to extend the Permitting Period beyond October 15, 2024 without the consent of the EDA Board of Commissioners in its sole discretion.

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. This Resolution shall be effective immediately upon its adoption.

ACTION: On a motion by Mr. Brown and seconded by Ms. Saunders-Smith, the Commissioners approved the extension of 90 days to the contract for 1021, 1107 High Street.

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

- **1028 High Street, 1013-1015 Queen Street, 400 Hatton Street** – Mr. Donahue gave an update on the properties at 1028 High Street, 1013-1015 Queen Street, 400 Hatton Street, commonly referred to as the Holmes properties. There is an executed purchase agreement for these properties and the closing is anticipated to occur by the end of July.
- **Small Business Events Update** – Ms. Autumn Bailey, Senior Business Development Specialist provided a final report on “Shop the Block High Street Festival” which was held on July 6, 2024.
- **FOIA/COIA Training** - Mrs. Karen Williams stated that four (4) of the EDA’s commissioners have completed the required FOIA/COIA training to date. The mandatory training is available online and are required every two years for local government elected/appointed officials. It was requested that any remaining Commissioners complete the training.

New Business

- **Portsmouth@Work Program Update-** Mrs. Nahla Saleh, Manager of Workforce Development provided an annual update on the Portsmouth@Work program to include information on participation rates & statistics, planned programs, achievements and future goals.
- **Business Investment Grant Program Update** – Mrs. Aimee Tracy, Business Development Specialist gave an update on the Business Investment Grant Program and business retention rates for past participants. In FY22 more than 50% of the participating businesses no longer had active business licenses. In FY23, the office awarded 28 Smart Start Business Development Grants and 23 of those recipients have active business licenses in 2024 or an 82% retention rate. For the Smart Start Business Acceleration Grant, the office awarded 6 grants and 5 of those recipients have active business licenses in 2024 or 83% retention rate.
- **Real Property Investment Grants** – Mrs. Aimee Tracy, presented the following Real Property Investment Grant applications:

810 Loudoun Ave. – Sessoms Holding, LLC has requested a 2nd extension to the completion deadline for its Real Property Investment Grant. The extension would provide another 90-days for completion with a new deadline of October 16, 2024.

ACTION: On a motion by Mr. Brown and seconded by Mrs. Smith, the Commissioners approved the extension request for 810 Loudoun Ave.

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

505-509 Washington St- 545 High Street, LLC & Lightwell Development, LLC has requested \$25,000 in funding through the Real Property Investment Grant program.

2323 King St - Jud Dinsmore, Owner has requested \$25,000 in funding through the Real Property Grant Program.

3305 Airline Blvd - Commercial Building Associates, LLC has requested \$25,000 in funding through the Real Property Investment Grant Program.

ACTION: On a motion by Mr. Brown and seconded by Ms. Saunders - Smith, the Commissioners approved the Real Property Investment Grants for 505-509 Washinton St., 2323 King St. and 3305 Airline Blvd in the requested amounts.

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

Closed Meeting

ACTION: At 10:12a.m. Ms. Saunders-Smith, seconded by Mr. Brown, moved 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 or considering 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 Hampton Roads Workforce Council Innovation Awards, Community Organization Quarterly Donation, and Black Brand.

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

Open Meeting

ACTION: At 10:32a.m. Ms. Saunders-Smith, 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 - absent; Mr. Brown - yes, Ms. Saunders-Smith - yes; Mrs. Smith - yes; Mr. James – yes; Mr. Harmon-yes. Approved 6-0 vote.

EDA Meeting
July 16, 2024

- **Sponsorship of the Hampton Roads Workforce Council Innovation Awards** - The EDA Commissioners considered sponsorship of the Hampton Roads Workforce Council Innovation Awards. It was proposed that the Innovator level sponsorship be split 50/50 with the Economic Development Department at a cost of \$5,000 each.

ACTION: On a motion by Mr. Brown, and seconded by Mrs. Smith, the Commissioners approved the sponsorship of the Hampton Roads Workforce Council Innovation Awards at the Innovator level at a cost of \$5,000.

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

Items Submitted by Commissioners

- **No Items Submitted**

Report Backs

- **No Items Submitted**

Adjourn

- The meeting adjourned at 10:35a.m.

Respectfully submitted,

Brian Donahue, Secretary

Neal Barber, Vice Chair