

**Economic Development Authority of the City of Portsmouth
October 15, 2024
9:00 AM**

COMMISSIONERS PRESENT:

Malcom Mitchell – Chairman
Theresa J. Saunders-Smith – Treasurer
Barbara Smith (9:07am)
Anthony Brown
Matthew James
Joe Harmon (9:02am)

ALSO PRESENT:

Brian Donahue – Secretary
Jeff Miller – Deputy City Attorney
Kelsey Swieringa – Assistant City Attorney (9:20am)
Kyera Pope – Finance
Alisa Winston – PRHA

ABSENT:

Neal Barber – Vice Chairman
Vernon Tillage – City Council Liaison
William Moody – City Council Liaison
Lavonda Graham-Williams – City Attorney
Flora Berisha – Finance
Steven Carter – City Manager

GUESTS:

Steve Edwards – City Assessor
Dorothy Morgan – Deputy City Assessor
LaKeitha Forrest – Finance

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 September 17, 2024, Regular Meeting were presented and adopted.

ACTION: On a motion by Ms. Saunders-Smith and seconded by Mr. Brown, the Commissioners approved the minutes from the September 17, 2024, Regular Meeting as presented.

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

Financials

- Kyera Pope presented the Quarterly Financial Report through September 30, 2024.

Old Business

- **Bains Point – 1100 High St.** – Mr. Donahue reported that the closing documents have been issued for the Bains Pointe property, a 50-unit affordable apartment community to allow for the property transfer to the Woda Cooper Companies to occur by the end of the week. He stated that a groundbreaking may occur by mid-November. This is an exciting time for EDA, as well as the Innovation District, as this is the first major project to get underway.
- **Kings Landing - 1021-1107 High Street** – Mr. Donahue stated that Kings Landing the 49-unit townhome development by A4 Development Group has received building plan approval and subdivision plat approval, which now allows for the project’s site plan to be approved. The developer is scheduled to deliver their financing documentation this week, which will begin the 30-day closing period to begin.
- **EDA Property Update – Mr. Donahue gave an EDA property update on the following:**
 - **219 Pavilion Dr.** – The property is adjacent to Frito-Lay/PepsiCo distribution facility, which is still in the preparation stage. They have completed major interior and exterior improvements and are now staffing the building with plans to relocate from their Chesapeake location. The property owner has leased at Frito-Lay and has 219 Pavilion Dr. under contract, with a closing deadline of April 15, 2025. This will provide an expansion of their yard area as well as the building, loading dock, and a fleet services facility.
 - **710 Lincoln Street** – The property is under contract with Big Homies, Inc. and they are planning to construct a youth services facility. The facility will include an indoor gymnasium for after school recreational programs, as well as office meeting space. They are currently in the site review process and once they receive the approvals from the planning and engineering offices, they will be able to close on the acquisition of the property.
 - **1028 High St. 1013-1015 Queen St., 400 Hatton St.** – These properties are commonly referred to as the “Holmes Properties” and were purchased by the EDA in July 2024. Staff has been working with an engineering firm to obtain a proposal for the demolition of the properties. The property is being marketed for development post demolition.
 - **1117-1121 High St.** – Current plans call for the issuance of an invitation for bids for the building’s roof replacement. An architect is also working on a plan for the renovation of the interior space of 1117 High Street and complete rework of the exterior façade and site for both properties.
 - **301 Columbia St.** – The improved property has one remaining tenant. The remaining tenant, International Brotherhood of the Boilermakers has provided notice and is planning to vacate at the end of the month. Harvey Lindsey has been listing this property for sale, with some interested groups and offers, but have not secured a contract.
 - **1220 High St.** – The property is the location of the former Enterprise Car Rental. Harvey Lindsey has listed the property for sale or lease and has had several showings. The building has some roof issues and staff is working with contractors to get an assessment of the condition to determine if it can be repaired or will need to be replaced.

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- **700 Crawford St.** – The property is under contract with the Breeden Company. The purchase agreement was recently amended to provide an extension through the end of the calendar year to allow for site plan development, as well as the necessary subdivision plat preparation. The property will be a 44-unit market rate apartment community that will be phase II of Harbor Vista.

New Business

- **PRHA Update-** Alisa Winston, Executive Director of Portsmouth Redevelopment and Housing Authority (PRHA) gave a background and overview of the agency. PRHA is an independent political subdivision of the Commonwealth of Virginia created in 1938. They were the first housing authority in the Commonwealth. The governing body, the Board of Commissioners, is appointed by the Portsmouth City Council. The funding for the two areas of operations, Redevelopment and Housing, are funded primarily from federal, state and private resources. PRHA manages over 1,100 Units of affordable housing in the City of Portsmouth and administers over 1,900 Housing Choice Vouchers.
- **Small Business Programming Update–** Mr. Donahue updated the Board on future training/event programs:
 - Working For You and Your Business September 19, 2024
 - Understanding Financial Statements September 26, 2024
 - Business Plan Preparation October 3, 2024
 - SWaM/DBE Certification Session October 17, 2024
 - MBE Certification Session October 29, 2024
 - Black Diamond Weekend November 7-9, 2024
 - Bloom Market December 31, 2024
 - SBDC Procurement Contracting Institute Jan. 9 – Feb. 20, 2025

Closed Meeting

ACTION: At 10:15a.m. Ms. Saunders-Smith, seconded by Mr. Brown, move to go into a closed meeting: (A) 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 or negotiating strategy of the public body, specifically regarding strategic acquisitions; 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 Request for Proposals for the Small Business Financing Program and a sponsorship request from the Olde Towne Business Association.

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

Open Meeting

ACTION: At 10:58a.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.

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

- **ACTION:** On a motion by Mrs. Smith and seconded by Ms. Saunders-Smith, the Commissioners approved a \$2,000 sponsorship of Olde Towne Business Association’s Holiday Events.

Roll Call Vote: Mr. Barber - absent; Mr. Mitchell - yes; 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

- Staff Updates

Adjourn

- The meeting adjourned at 11:05a.m.

Respectfully submitted,

Brian Donahue, Secretary

Malcom Mitchell, Chair