

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF CHESAPEAKE  
THURSDAY, February 15, 2024**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, February 15, 2024, at 3:00 p.m. at Summit Pointe, 555 Belaire Avenue, Suite 310, Chesapeake, VA 23320.

**MEMBERS PRESENT:** Kevin J. Cosgrove, Chair; Julie Anderson, Vice Chair;  
Dawn Matheson, Treasurer/Asst. Secretary; M. Bradley Brickhouse, Secretary;  
Vonda W. Chappell, Member; Tonya Gill, Member;  
Michael Malone, Member; Jeffrey Ganthner, Member

**MEMBER(S) ABSENT:** Luis Jimenez, Member

**ALSO PRESENT:** Steven C. Wright, Executive Secretary

**COUNSEL PRESENT:** John Sawyer, WRG PC, EDA Counsel

**CED STAFF PRESENT:** Preston Wilhelm; Lloyd Jackson; Sherry Barnette; Tim Howlett; Curtis Cobert;  
Kerstin Plarr; Austin Bussey - Virtually

**GUESTS PRESENT:** Brian Solis, Deputy City Manager; Catherine Lindley, City Attorney - Virtually;  
Nathan McCormick, Planning Department; Harvy Miller, IT Department; Kary Jubilee, Torus Cleaning

**CALL TO ORDER:**

Mr. Kevin Cosgrove, Chair, declared a quorum present and called the meeting to order. Mr. Jeffrey Ganthner made a motion to adopt the Draft Agenda; seconded by Ms. Tonya Gill. The motion was unanimously approved.

**SPECIAL PRESENTATION:**

Mr. Nathan McCormick from the Planning Department gave a brief update on the Comprehensive Plan and provided the Authority members with a list of current projects. Mr. McCormick emphasized the importance of community engagement and public input for City projects. Mr. McCormick advised the Comprehensive plan serves as a policy document that guides decisions and growth in the City. The Planning Department refers to the Comprehensive Plan primarily when considering land use, transportation issues, parks and open spaces, economic development, and environmental issues. Mr. McCormick noted that comprehensive plans are generally updated every five years, with consultants assisting in identifying gaps and suggesting best practices.

**SPECIAL INTRODUCTION:**

Mr. Steven Wright introduced and welcomed Ms. Palmer Lugo, the new Economic Development Office Coordinator.

**MEETING MINUTES:**

After a review of the January 18, 2024 Meeting Minutes, Mr. Michael Malone made a motion; seconded by Mr. Brad Brickhouse, to accept the minutes from the January 18, 2024 meeting. The motion was unanimously approved.

**TREASURER’S REPORT:**

Mr. Steven Wright presented the treasurer’s report for January 2024. No questions or concerns were expressed; therefore, Chair Kevin Cosgrove declared January 2024, Treasurer’s Report filed for audit.

**INVOICES:**

All the invoices were approved budgeted invoices.

**ECONOMIC DEVELOPMENT UPDATE:**

Mr. Steven Wright reported continued strong economic development activity, emphasizing efforts to promote Chesapeake beyond the Commonwealth and showcase the various opportunities available within the City.

Ms. Kerstin Plarr, Small Business Development Manager, shared a slide show that was presented at a recent City Council Work Session, featuring several small business workshops, events, and retention visits. Ms. Plarr emphasized the partnership with the Small Business Development Center (SBDC) through the Hampton Roads Chamber. Ms. Plarr also highlighted the 504 Forum and Virginia Tourism Corporation workshops and emphasized the growing collaboration with SBDC, noting its contribution to the success of workshops and the expansion of small businesses within Chesapeake.

Mr. Curtis Cobert announced a special Woman in Business panel discussion is scheduled for the March 8, 2024 EDAC meeting to highlight some of the wonderful work women in the business community have accomplished. The event will be at the Great Bridge Battlefield & Waterways Museum from 8:00 am to 10:00 am. Panelists include Vonda Chappel, Esq., with Kaufman & Canoles; Dr. Wanda Bailey, Deputy City Manager; Kimberly Frost, President & CEO of RFK Solutions; and Kristen Parkinson, Chief of Operations at Jo-Kell Inc. Students from Old Dominion University, Norfolk State University, and the City of Chesapeake Schools will also be in attendance.

**ECONOMIC DEVELOPMENT UPDATE cont.:**

Mr. Lloyd Jackson addressed concerns regarding Cavalier Industrial Park, noting issues with workforce availability and area beautification. He proposed the formation of a Property Owners' Association (POA) to tackle these issues, starting with approximately twenty-five interested businesses. Mr. Jackson advised a meeting with stakeholders is scheduled in April to discuss POA possibilities. Additionally, Mr. Wright announced plans for a beautification project at the entrance to the park and along the median on Cavalier Boulevard aimed at encouraging tenant involvement in park maintenance and property care.

**THREE OAKS AT GREENBRIER COMMERCE PARK:**

Mr. Steven Wright reported the utilities work is ongoing. Activation of the pump station is anticipated for mid-August 2024. Mr. Wright reminded Authority members that pursuant to the development agreement with the property owner, Mr. Kotarides, the second installment payment of the property acquisition will be due in mid to late May 2025.

**OAKBROOK BUSINESS & TECHNOLOGY CENTER:**

Mr. Steven Wright presented VNG's preliminary conceptual plan for their adjacent property acquisition near Oakbrook. Mr. Wright advised Resource Road will be extended into the Darden property to accommodate this development. VNG proffered \$3,015.00 towards a capital improvement line item for the park, enhancing future development possibilities on the site. VNG closed on the property on January 21, 2024, at a rate of \$230,000.00 per acre.

**WESTERN BRANCH:**

Mr. Lloyd Jackson reported the recent Townhall meeting was very successful, noting high attendance and positive feedback from the residents. Highlights included appreciation for new restaurants at Chesapeake Square Mall, inquiries about the VA Clinic, and knowledgeable discussions about the planned Gateway into Chesapeake.

**COASTAL VIRGINIA COMMERCE PARK (CVCP):**

Mr. Wright reported work continues with the Virginia Economic Development Partnership (VEDP), to move the project forward and advised a virtual site visit with a VEDP Team is scheduled for March 5, 2024 to review and clarify the Virginia Business Ready Sites Program (VBRSP) application that was submitted on January 11, 2024.

**SPECIAL INTRODUCTION:**

Mr. Steven Wright welcomed Mr. Harvey Miller, Broadband Development Officer for the City of Chesapeake's IT Department, noting the significance of the Chesapeake Connect Project in enhancing broadband accessibility for residents and businesses. Mr. Miller reported substantial progress, including the installation of over 175 miles of fiber optics and the development of a pilot wireless program for various utility and safety initiatives such as remotely reading water meters and supporting the City's 911 services.

**NEW BUSINESS:**

Ms. Dawn Matheson reported the Greenbrier Study that was recently completed and presented to City Council focused on the replacement of employment spaces with housing. Ms. Matheson asked for comments or questions from the Authority members on this issue, and Chair Kevin Cosgrove requested an updated report be provided by CED staff.

**EXECUTIVE SESSION:**

Mr. John Sawyer, EDA Counsel, stated the EDA may wish to consider a motion to conduct a closed meeting for discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining or negotiating position of the Economic Development Authority (EDA); all as permitted by Sections 2.2-3711(A) (3) of the Code of Virginia.

Mr. Michael Malone made a motion, seconded by Ms. Dawn Matheson, to go into Executive Session. The motion was unanimously approved.

Mr. John Sawyer, EDA Counsel, stated the EDA may wish to consider a motion to certify that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. The certification was approved, and the Executive Session was closed unanimously via a roll call vote.


**ADDITIONAL MOTION(S):**

Mr. Michael Malone made a motion to extend the contract with Kimley-Horne for environmental studies in the amount of \$75,000.00; seconded by Ms. Dawn Matheson. The motion was passed unanimously.

**FOR YOUR INFORMATION:**

- **C.P. Dean - Ribbon Cutting**
  - February 16, 2024 at 4:00 pm - 1244 Executive Blvd, Building B, Suite 111
- **Women in Business Panel Discussion - March 8, 2024 at 8:00 am – 10:00 am**
  - Great Bridge Battlefield & Waterways Museum - 1775 Historic Way, Chesapeake 23320
- **Associated Builders and Contractors Virginia – Ribbon Cutting**
  - March 20, 2024 at 3:30 pm – 530 Independence Parkway, Suite 500
- **Chesapeake State of the City 2024 - March 27, 2024 at 11:30 am – 2:00 pm**
  - Chesapeake Conference Center
- **24<sup>th</sup> Annual Business Appreciation Golf Tournament - May 23, 2024 at the Chesapeake Golf Club**
  - Shotgun start at 9:00 am

**ADJOURNMENT:** There being no further business to discuss, Ms. Dawn Matheson made a motion to adjourn; no second being needed, it was the consensus to adjourn the meeting.

  
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Steven C. Wright  
Executive Secretary