

1. Economic Development Authority Agenda

Documents:

[AGENDA PACKET.PDF](#)

# CITY OF POQUOSON



## ECONOMIC DEVELOPMENT AUTHORITY ANNUAL MEETING

JULY 11, 2023

*Regular Meeting*

**ECONOMIC DEVELOPMENT AUTHORITY**  
*Regular Meeting*  
July 11, 2023 8:30 am  
**Poquoson City Hall – Council Chambers**

A. ROLL CALL

**CONSENT AGENDA**

B. APPROVAL OF MINUTES

C. REPORT OF THE SECRETARY

a.) No Report

D. REPORT OF THE TREASURER

a.) Financial Statement

**DISCUSSION AGENDA**

E. PUBLIC COMMENT

F. NEW BUSINESS

a.) Commercial Property Ordinance Presentation

b.) Consideration of Messick Pt. sign request

G. UNFINISHED BUSINESS

H. STAFF ACTIVITIES

a.) ARPA Grant Funds Status

b.) New Business Openings

c.) Next Meeting Date

I. ADJOURNMENT

*City of Poquoson, Virginia*

*Statement of Revenue, Expenses, and Changes in Fund Net Position*

---

**Month Ended June 30, 2023**

---

	Economic Development Authority
<b>Operating revenues</b>	
Beth Sholom Bond Fee	\$ 10,430
BMP Maintenance Fee	1,480
<b>Total operating revenues</b>	<u>11,910</u>
<b>Operating expenses</b>	
HR Economic Development	14,112
Small Business Grants	124,786
Property Insurance	1,555
Professional Services	1,463
<b>Total operating expenses</b>	<u>141,916</u>
<b>Operating income (loss)</b>	<u>(130,006)</u>
<b>Nonoperating revenues (expenses)</b>	
Interest Expense	(16,053)
<b>Net nonoperating expenses</b>	<u>(16,053)</u>
<b>Income (loss) before transfers</b>	<u>(146,059)</u>
<b>Transfers</b>	
Transfers in	145,787
<b>Net transfers</b>	<u>145,787</u>
<b>Change in net position</b>	(272)
<b>Net position, July 1, 2022</b>	<u>756,480</u>
<b>Net position, June 30, 2023</b>	<u>\$ 756,208</u>

*City of Poquoson, Virginia*

*Statement of Net Position*

---

**June 30, 2023**

---

	Economic Development Authority
<b>Assets</b>	
Cash and cash equivalents	\$ 36,999
Capital assets	
Non-depreciable	2,330,945
Depreciable - net	42,985
<b>Total assets</b>	<u>2,410,929</u>
<b>Deferred Outflows of Resources</b>	
Deferred pension contributions	-
<b>Total assets and deferred outflows of resources</b>	<u>\$ 2,410,929</u>
<b>Liabilities</b>	
Accounts payable and accrued liabilities	\$ 6,569
Escrow	250
Due to primary government	1,647,904
<b>Total liabilities</b>	<u>1,654,723</u>
<b>Net Position</b>	
Net investment in capital assets	2,373,931
Unrestricted	(1,617,723)
<b>Total net position</b>	<u>756,208</u>
<b>Total liabilities, deferred inflows of resources and net position</b>	<u>\$ 2,410,929</u>



**POQUOSON ECONOMIC DEVELOPMENT AUTHORITY**

Board of Directors Regular Meeting  
April 4, 2023  
Poquoson City Hall – Council Chambers

**PRESENT:** Donald Booth, Chairman  
Alan Meetze, Vice Chairman  
Kara Joyce, Treasurer  
Henry Freeman, Director  
Bob Derby, Director  
Kathy Feigh, Director

Wayne Moore, EDA Attorney  
Dave Callis, Economic Development Director  
Charity Gavaza, Economic Development Coordinator  
Tara Woodruff, Finance Director

**ABSENT:** Ray Yanello, Director

Chairman Booth called the meeting to order at approximately 8:30 a.m. in the Council Chambers located at 500 City Hall Avenue.

**APPROVAL OF THE CONSENT AGENDA**

Director Joyce moved and Director Feigh seconded to approve the Consent Agenda as submitted.  
Recorded vote on the motion:

**YES:** Donald Booth, Chairman  
Alan Meetze, Vice Chairman  
Kara Joyce, Treasurer  
Henry Freeman, Director  
Bob Derby, Director  
Kathy Feigh, Director

**NO:**

**ABSENT:** Ray Yanello, Director

**PUBLIC COMMENT**

City Councilman Keith Feigh stated that in his position representing City Council he was visiting each of the Commissions and Authorities to show his support and let them know that he is interested in what they are doing for the community. He also reminded the Directors to be careful to speak into the microphone so they can be heard on television at home.

**ELECTION OF OFFICERS**

Chairman Booth announced that the EDA needed to elect officers and the first order of business is to elect the Secretary. Vice-Chairman Meetze made a motion to continue to have Charity Gavaza as Secretary, seconded by Director Derby. Recorded vote on the motion:

YES: Donald Booth, Chairman  
Alan Meetze, Vice Chairman  
Kara Joyce, Treasurer  
Henry Freeman, Director  
Bob Derby, Director  
Kathy Feigh, Director

NO:

ABSENT: Ray Yanello, Director

Secretary Gavaza announced the current slate of officers as provided in memo handed out with the Agenda Packet. Donald Booth, Chairman, Alan Meetze, Vice-Chairman, Kara Joyce, Treasurer. The EDA was asked if anyone would like to volunteer or nominate anyone for a position in addition to the current slate. After a brief discussion Director Feigh made a motion to re-elect the current slate of officers, seconded by Director Derby. The recorded vote is as follows:

YES: Donald Booth, Chairman  
Alan Meetze, Vice Chairman  
Kara Joyce, Treasurer  
Henry Freeman, Director  
Bob Derby, Director  
Kathy Feigh, Director

NO:

ABSENT: Ray Yanello, Director

### **NEW BUSINESS**

a.) Consideration of Proposed EDA FY 24 budget

Finance Director, Tara Wooddruff, presented the budget and City Attorney, Wayne Moore informed the group that bond funds are available and that higher interest rates offer the potential for income

Vice-Chairman Meetze made a motion to recommend the annual budget as presented for City Council adoption, seconded by Director Feigh. The recorded vote is as follows:

YES: Donald Booth, Chairman  
Alan Meetze, Vice Chairman  
Kara Joyce, Treasurer  
Henry Freeman, Director  
Bob Derby, Director  
Kathy Feigh, Director

NO:

ABSENT: Ray Yanello, Director



## **UNFINISHED BUSINESS**

### **STAFF ACTIVITIES**

a.) ARPA Grant Funds

As of today, \$160,861.27 has been distributed to 17 Poquoson businesses. There are two businesses that have discussed an application, but these have not been received yet. Even if these businesses receive grants, there will still be a balance left in the grant fund.

b.) New Restaurants

The Point BBQ at Messick Point will be re-opening for the 2023 season. The new 1631 Restaurant recently opened and Schooners is scheduled to open by the beginning of May 2023.

c.) The next regularly scheduled meeting date is May 2, 2023

The meeting adjourned at 8:45 am





# CITY OF POQUOSON

COMMUNITY DEVELOPMENT

500 CITY HALL AVENUE  
POQUOSON, VA 23662  
(757) 868-3040 TELEPHONE  
(757) 868-3105 FAX

**To:** The Honorable Chairman and Members of the Economic Development Authority

**From:** Wally Horton, Director of Community Development

**Date:** July 11, 2023

**Subject:** Non-Residential Districts

---

Pursuant to Strategy #21 in the 2018-2038 Comprehensive Plan, which states on page 8-18, that the city needs to “Review and update City Zoning, Subdivision, Site Plan, and Sign ordinances to ensure coherence, clarity and compliance with current law and development practices”.

I have included various materials, which are included in the Packet:

- Copy of Current Regulations Pertaining to non-residential Districts.,
- Draft Copy of Changes to Articles I and III. Article II dealing with Conditional Zoning is under review by the City Attorney,
- Resolution 4095 in regard to Guiding principles for development on EDA owned properties zoned to the General Commercial (G-C) District.
- A PowerPoint presentation that will be given on the 11<sup>th</sup>.

Please find the attached and note the following:

1. My additions are in blue.
2. Language to be deleted or moved is denoted in red for ease of your reading.
3. Purple is the color chosen for Planning Notes, which elaborate on changes.

My hope is to:

- 1). Keep the EDA abreast of planning’s work in this area,
- 2). Solicit any feedback that may be offered, and
- #). Generally, more fully integrate the EDA in planning activities that involve properties owned by the EDA and development occurring in all non-residential districts.

I hope to have the Economic Development Authority input on this matter at its regular meeting on the 11th.

CWH





## CITY OF POQUOSON

500 City Hall Avenue, Poquoson, Virginia 23662-1996  
(757)868-3000 Fax (757)868-3101

Economic Development  
Authority

TO: EDA Directors  
FROM: EDA Secretary  
DATE: July 11, 2023  
RE: EDA Property Messick Point

A request has been received (see email) to use the EDA Property at Messick Pt (see attached map) to post a sign directing people to The Point restaurant. Marie Trice, Pelican Kisses Homemade Ice Cream, has an ongoing agreement with the EDA to use this property to place her food trailer and sell ice cream. In a recent conversation with Marie, I learned that she has had problems getting some repairs done to the truck, but anticipates completion of this work soon and will immediately begin to sell ice cream at this location for the 2023 season. When asked about the sign placement, she had no problem with shared use of the property.

## Charity Gavaza

---

**From:** Craig Lang <get2thepoint@pointbbq.com>  
**Sent:** Wednesday, July 5, 2023 9:32 AM  
**To:** Charity Gavaza  
**Subject:** Possibility of use of the EDA spot THE POINT BBQ

**CAUTION: This email is from a sender outside of City of Poquoson. Use discretion when opening attachments, selecting links, and responding to information requests.**









Good morning Charity,

We are writing today to ask for consideration from the EDA that we may put a temporary sign in the EDA spot at the public boat launch on Messick Point. The sign will be tastefully and professionally designed and constructed by Sammy Gaita at Gaita Designs in Poquoson. With the sign, we are hoping to drive more traffic to us that otherwise would not know we are located there. We believe that it would be extremely helpful to the growth of our business and our ability to continue to proudly represent Poquoson. We are hoping it is a swift decision as we are already well into the summer season. Thank you for your consideration and support!

Sincerely,  
Cathy Owen  
David Pecor  
Christa Lang  
Craig Lang

# City of Poquoson, VA

## Legend

-  City Boundary
-  Poquoson Streets (12,000)
-  Poquoson Streets Back (12,000)
-  Yorktown Road; PR 172; PR 171; Ridge Rd; Poquoson Ave
-  Other
-  Road Labels
-  Parcel Boundaries
-  Places



**Title:**

**Date: 9/12/2016**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Poquoson is not responsible for its accuracy or how current it may be.*