

LANDLORD-TENANT RELATIONS BOARD
Wednesday, June 7, 2023 – 7:00 P.M.
301 King Street, Chet and Sabra Avery Conference Room 2000
Alexandria, VA 22314
APPROVED MINUTES OF THE REGULAR MEETING

1. CALL TO ORDER: The meeting was called to order by Chairperson Bonnie Naugle at 7:09 p.m. Board members, guests, and staff introduced themselves.

A. BOARD MEMBERS PRESENT: Bonnie Naugle, Elijah St. Dennis, Amber Pendergrass, Geri Baldwin, Elliott Waters

B. BOARD MEMBERS ABSENT: Katherine O’Connell, Olivia Jenkins

C. STAFF PRESENT: Eric Keeler, Melodie Seau, Virginia Patton, Arthur Thomas, Michael Saunders

D. GUESTS PRESENT: Janice Howard, Owner 1022 Pendleton Street, Keren Sheffield, Resident 1022 Pendleton Street.

2. APPROVAL OF THE AGENDA: Mr. Waters requested his report (attached at the end of this document) be added to the agenda as NEW BUSINESS. Vice Chair Elijah St. Dennis moved approval, seconded by Elliott Waters, and the agenda was approved unanimously.

3. APPROVAL OF THE MINUTES OF THE MARCH 1, 2023, MEETING:
Action: Elliott Waters moved to amend the minutes with a correction that Amber Pendergrass be reported as present at the meeting. Mr. Dennis seconded the motion, which was adopted unanimously.

4. PUBLIC COMMENT:
No members of the public were present to comment.

5. RELOCATION PLAN FOR THE PENDLETON STREET ROOMING HOUSE:
Ms. Seau noted that Mr. Waters submitted questions which she had answered, and the questions would be discussed after the presentation, and some of them may also be answered by the presentation. Ms. Seau noted that Arthur Thomas, Eric Keeler from the Office of Housing, as well as Ms. Janice Howard, the owner of the building, is also present to answer questions. Ms. Seau also said that the Alexandria Housing Affordability Advisory Committee (AHAAC) has already recommended approval of the project’s financing and project plan. Tonight, the LTRB was asked to review the relocation plan for the project and offer a recommendation to approve or not approve the plan.

Ms. Seau said that the house, located at the corner of Pendleton and Henry Streets has been in Ms. Howard’s family since 1917. The property was operated as a bakery by Ms. Howard’s grandfather. It was also listed in the Green Book as an accommodation for African

Americans traveling through Alexandria during the time when Jim Crow laws were on the books.

Ms. Seau said that City staff from the Offices of Housing and Planning and Zoning and the Office of Historic Alexandria are all collaborating on the project. There is currently only one female resident, and during the renovations this resident will be relocated to an efficiency apartment; the remaining residents will be provided two-bedroom, two bath apartments. Currently the residents are sharing bathrooms and a kitchen.

In response to a question from Amber Pendergrass, Ms. Seau said that the project funds would be paying for the relocation. Residents will continue to pay rent to Ms. Howard so that she can pay property costs for utilities, taxes, and other property expenses.

In response to a question from Mr. Waters, Ms. Howard said that Code Administration inspects the property annually. Ms. Seau said that a special use permit (SUP) is required for the property to operate as a rooming house. This requirement will continue after the renovations, and the property will be routinely inspected by Code Administration as part of the SUP process. Mr. Keeler said that funds would be provided by the American Rescue Plan Act funds. The relocation will be covered by the project.

Mr. Waters asked about restoring the home to its 1920s condition. Arthur Thomas explained that the historic significance of the home is during that period. The Virginia State Historic Preservation Office requires that the look of that period be preserved by using the same building materials and architectural style from that period during rehabilitation.

Rooming house resident Keren Sheffield arrived as the discussion was wrapping up. Chairperson Naugle asked if Ms. Sheffield wished to make a statement regarding the relocation plan. Ms. Sheffield expressed support for the rehabilitation and said it would be an improvement for residents and neighbors.

Mr. Waters recommended approval of the relocation plan. Ms. Pendergrass seconded, and the motion passed unanimously.

6. SOUTHERN TOWERS RESIDENT ISSUES: Geri Baldwin said that she would like the Board to hear from more residents than just the tenant association. Chairperson Naugle would like to contact management with Southern Towers to connect with the landlord to learn their processes and understand their utility practices.

7. OLD BUSINESS: Chairperson Naugle distributed her chair report, including the draft questions for developers.

8. NEW BUSINESS: Chairperson Naugle asked about member's thoughts on summer recess. The Board agreed that there was no reason to meet in July or August. Mr. Waters asked that his report be included with the minutes.

9. ADJOURNMENT: The meeting was adjourned at 8:46 p.m.

LTRB Member Waters June 7, 2023 Report

LTRB (Landlord Tenant Relations Bd) MEMBER REQUEST FOR INFORMATION

Date of Request: _____ Information Provided: _____

DIRECT QUESTIONS/CONCERNS REGARDING THE RELOCATION PLAN QUESTIONNAIRE TO Bd MBR Elliott Waters

1. NAME of ORGANIZATION or REPRESENTATIVE:

2. SUBJECT/ISSUE: Relocation Plan submitted by _____ as of _____

3. INFORMATION (feel free to continue responses on a separate page)

a. Notices

(1) SENT (Chronology)

Period Covered	Tenants	Staff	LTRB	Other (optional)

(2) RECEIVED (Chronology)

Period Covered	Tenants	Staff	LTRB	Other (optional)

b. Payment(s) sent/acknowledged:

(1) Tenants – NOT VERY LOW INCOME, elderly or disabled

Dates Covered	Payments Sent	Payments Acknowledged	Payments Not Sent	Reason Not Sent

(2) Tenants – VERY LOW INCOME, elderly or disabled

Dates Covered	Payments Sent	Payments Acknowledged	Payments Not Sent	Reason Not Sent

c. Resolution of complaints (if any):

(1) Number received FROM TENANTS

Dates Covered	Subject	Resolved	In-progress	Unresolved & why

(2) Number received FROM AREA RESIDENTS

Dates Covered	Subject	Resolved	In-progress	Unresolved & why

(3) FROM INTEREST GROUPS /Tenant Representatives/Others (specify) -

Dates Covered	Subject	Resolved	In-progress	Unresolved & why

4. CONCERNS (feel free to continue responses on a separate page)

a. Contacts

(1) As Owner does Janice Howard name appear on the deed of the property? Yes _____

No _____

Note: I ask the question because in para II Background the ownership entity is Corrine J. Dixon Trust, LLC

b. Background

(1) How soon can I be provided a copy of the specific Technical Assistance being provided to the Owner as agreed in the terms and conditions prior to voting on this Relocation Plan.

(2) What City statute or ordinance governs providing Technical Assistance to a private entity? How soon can I be provided a copy of the document?

(3) Please define committed affordable housing? Where can I find the definition?

(4) How many times/how often did the Office of Historic Alexandria (OHA) and Planning & Zoning’s Historic Preservation Division inspect the property and what specific conditions existed causing it to be cited as a problem by individually and/or jointly?

(5) What is the expected cost to return the property to its 1920’s character? Who approved and when was approval granted to change the 1920’s character in the past? Why change the character in our modern day – by what specific written authority?

(6) By what authority and when was the State Historic Preservation Office called presumably by City Staff to get involved in this local matter?

(7) When was the existing residents right of return given to them in writing?

(8) Who (what office/person in housing) is paying for the project management and oversight for all construction related activities? If it is the Housing Rehabilitation Loan Program Manager what other construction related activities in the City is this person engaged (be specific with names and locations and expected/projected construction projects and at what completion cost?

c. Discussion

(1) If there are no rent or income limits, who currently sets the price range and based on what metric?

(2) Please explain why “a referral process based on funding source criteria will be created in coordination with Ms Howard and the City rather than the ownership entity - Comine J. Dixon Trust, LLC?

(3) Who decided that the operation of the rooming house would be recorded as a restrictive covenant and why?

(4) What other similar properties (include addresses) does the City retain a right of first refusal to acquire the property if it is sold? If the City were to acquire the property what is the City likely to do with it?

Lease, sell, or operate as a rooming house? Who is best able to answer the aforementioned question?

d. Projected Post Rehab Changes

- (1) Who developed the scope of rehabilitation?
- (2) If the rents will not increase after rehab (what is the definition of “after rehab in terms of days/date.”
- (3) Since the Landlord Tenant Relations Division will be conducting interviews and follow-up with residents before and during the relocation is this service free to reimbursable? If yes, what is the amount to be reimbursed and how is it determined for accounting purposes? Please name some other properties the City is providing similar services along with length of time?
- (4) Since residents have agreed to share apartments in a living situation – is that in the form of a written agreement and what is the present understanding of what it means to share in a living situation?
- (5) During relocation of residents, do they have the right of refusal for cause? What are some types of right of refusal that may/will be honored?
- (6) Was anyone from the LTRB invited to attend the informational meeting with residents on June 6, 2023?
- (7) What protocols will be observed in terms of staff communicating with residents throughout the relocation process? Will calls be recorded? Record of mail sent and received?
- (8) Will the owner provide Staff a copy of required notices sent to residents?
Note: In para IV in the notices required by Uniformed Relocation Assistance & Real Property Acquisition Act (URA) cites a 90 day notice but the City requires a 120 day notice – which is enforced?
- (9) Is there a standard template of questions to be asked during the relocation meetings in June? Can I be provided a copy of the template of questions for my information?
- (10) Who checks the recordkeeping of the owner and how often?
- (11) Is there a dispute or conflict resolution process in place and do the residents have a copy of that process?

5. ADDITIONAL LTRB MEMBER QUESTIONS ASKED TO ESTABLISH ACCOUNTABILITY

a. Landlord Tenant Board Member

- (1) Relocation details
 - (a) Will there be storage space provided free or at cost space for those unable to find a temporary place of residence once given the 120 days’ notice to relocate?
 - (b) When was the last time the property was renovated?
- (2) Payments: Will residents have option to receive security deposits back or leave it due to guaranteed return right?

b. What are some Staff questions still awaiting responses regarding relocation issues-less names?

- (1). None ()
- (2). Pending responses – if any, list below or on separate sheet of paper

c. What are some Tenant questions pending responses regarding relocation issues-less names?

- (1). None ()
- (2). Pending responses – if any, list below or on separate sheet of paper

d. What are some Interest Groups questions pending responses regarding relocation issues-less names?

- (1). None ()
- (2). Pending responses – if any, list below or on separate sheet of paper

TRACKING DATA (as of _____) Categories in Housing Relocation Assistance Policy

<https://media.alexandriava.gov/docs-archives/housing/info/2018housingrelocationassistancepolicy.pdf>

TENANTS RELOCATED FROM DEVELOPMENT	RELOCATED TENANTS RETURNED TO DEVELOPMENT
a. # Below Market Rate Tenants Relocated (1) Number not very low income (a) Elderly: _____ (b) Disabled: _____ (c) Other: _____ (2) Number very low income (a) Elderly: _____ (b) Disabled: _____ (c) Other: _____	a. # Below Market Rate Tenants Returned (1) Number not very low income (a) Elderly: _____ (b) Disabled: _____ (c) Other: _____ (2) Number very low income (a) Elderly: _____ (b) Disabled: _____ (c) Other: _____
b. # Market Rate Tenants Relocated (1) Elderly: _____ (2) Disabled: _____ (3) Other: _____	b. # Market Rate Tenants Returned (1) Elderly: _____ (2) Disabled: _____ (3) Other: _____

6. Coordination/Collaboration of Relocation Plan (please identify)

(1) City Staff

Date	Staff	Concur	Nonconcur	Not Applicable (NA)
	Housing			
	Planning & Zoning			
	BAR			
	Other			

(2) Advisory Groups

Date	CITY/Other ENTITIES	Concur	Nonconcur	Not Applicable (NA)
	City Advisory Groups			
	City NGO's/Cmtly Groups			
	City Residents			
	Other DMV Area GROUPS			

7. COMMENTS (feel free to continue on separate pages)
