

Draft Relocation Plan: 1022 Pendleton Street Rooming House

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I. CONTACT PERSONS

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The rehabilitation schedule will be coordinated by the Owner with technical assistance from the Alexandria Office of Housing Landlord Tenant Relations Division to provide the residents sufficient information throughout the process through notices and meetings. The intent is to minimize resident inconvenience and confusion during the relocation process.

II. PROJECT SUMMARY AND OVERVIEW

BACKGROUND: 1022 Pendleton Street is operated as a rooming house currently serving 8 residents. The property's ownership entity is Corrine J. Dixon Trust, LLC, a limited liability corporation represented by Ms. Dixon's daughter, Janice Howard. Ms. Dixon, who is deceased, was a prominent black businesswoman and local philanthropist in the second half of the 20th century. Her grandfather, known as "Baker John", bought the Pendleton Street- Parker Gray neighborhood property around 1910 and turned the house, with a separate commercial space, into a family home with a successful bakery attached. Ms. Dixon was well-known in Alexandria's black community for her generosity in supporting the personal needs, educational attainment goals, and professional aspirations of her extended family, as well as members of her church and the wider Parker Gray neighborhood.

During segregation, Ms. Dixon used the Pendleton property as green-book style lodgings for African American entertainers and notables not allowed to stay in Alexandria and Washington, DC hotels. When the property ceased operating as lodgings in the late 1960's, Ms. Dixon converted the property into a rooming house for eight small households (typically single individuals, but occasionally couples or a parent and child). Each household had a separate bedroom, but shared bathrooms, and the kitchen, dining room, and "living room" areas in common. The property does not operate as committed affordable housing but by its nature and condition the rents are low and most residents have incomes that are low- or very low-. Some residents are transitioning from homelessness and shelters, and/or would be at risk of experiencing homelessness if not for the low cost of leasing at the rooming house. A few current tenants have lived at the property for several decades: with its rents generating little revenue after real estate property taxes and utility costs are paid by the owner, the Pendleton property has experienced significant interior and exterior deterioration resulting from deferred maintenance. The condition of the building was cited as a problem to be addressed before its SUP is renewed in 2024.

Staff of the Office of Historic Alexandria (OHA) and the Department of Planning and Zoning's Historic Preservation division have cited the building's historic, cultural, and architectural significance to the Parker Gray neighborhood in supporting the Office of Housing's plan to extensively renovate the property, returning its 1920's-era "Italianate" character, while modernizing the interior, upgrading HVAC and all building systems, and enhancing overall safety and accessibility, including one fully ADA-accessible bedroom and bathroom. A total of ten sleeping rooms is planned, with one suite available for an onsite manager. The State Historic Preservation Office (SHPO) has reviewed the architect's plans and SHPO's guidance and modifications have been incorporated into the final design.

The necessary archeological work on the property preceding renovation-related construction will be completed this summer, and existing residents will be located into nearby rental properties. All existing residents will have a right to return. The Office of Housing's relocation team is providing technical assistance for this process. Construction is expected to be completed within twelve months. Housing will be providing project management and oversight for all construction related activities (including supervision of the architect, engineer, consultants, and contractors) and payments, through its Housing Rehabilitation Loan Program Manager. While OHA is familiar with the property and its history, it will continue to collaborate with Ms. Howard in documenting and memorializing the role of the building and the contributions of its occupants over time to 20th century Black Alexandria and to the community's black businesses. The commercial space will be restored, and it is hoped a local entrepreneur may be able to use it again.

DISCUSSION: Boarding or rooming houses (the designation for these properties in the City's Zoning Ordinance) offer an increasingly rare, and uniquely affordable, housing typology. As described above, the naturally occurring very low rent offers housing options for very low- income persons, including those experiencing, at risk, or transitioning from homelessness.

The rooming house offers some of the most affordable rental units in the city. There are no rent or income limits. Rents range from \$500 - \$800 a month. The nearest comparable units start at \$850 a month for shared studio apartments. Most of the current residents of the rooming house are formerly homeless individuals who were informally referred to the property by Carpenter's Shelter, one of the city's two shelters for unhoused persons. They are all very low- or extremely-low income and would be unable to afford housing anywhere else in Alexandria.

The interdepartmental staff team working on this project are very grateful for the cooperation and collaboration of Ms. Janice Howard in choosing to continue to preserve the property and operate it as a rooming house for at least fifteen years following renovation in honor of her mother's legacy of helping others. Very low rents will continue, and a referral process based on funding source criteria will be created in coordination with Ms. Howard and the City to include the Office of Housing and DCHS, as vacancies may occur in the future. The operation of the property as a rooming house will be recorded via a restrictive covenant in the land records to maintain this arrangement and Ms. Howard has confirmed the

desire of other descendants to continue this use. The City will retain a right of first refusal to acquire the property if it is sold in the future.

III. PROJECTED POST-REHAB CHANGES

A. Scope of Rehabilitation Overview

General

- 1 Paint inside and out
- 2 Install communicating smoke detectors w/ CO sensors
- 3 Replace existing plumbing system including sewer connection
- 4 Replace existing electrical system including panels and meters
- 5 Construct 2-story addition with new stairway, 2 bathrooms, storage, and basement mechanical space

Interior

- 1 Reconfigure wall partitions
- 2 Replace kitchen cabinets, countertops, fixtures and finishes
- 3 Relocate bathrooms and replace fixtures and finishes
- 4 Replace bathroom fixtures and finishes
- 5 Replace doors & trim
- 6 Replace wall and ceiling finishes
- 7 Replace lighting
- 8 Replace flooring

Exterior

- 1 Replace all windows
- 2 Replace all doors
- 3 Replace exterior lighting
- 4 Repair / replace all sidings and trim
- 5 Replace roofing, gutters, and downspouts
- 6 Review and stabilize exterior chimneys as required
- 7 Removed damaged concrete paving and walkways
- 8 Provide new paving for parking, walkways, and site amenities
- 9 Provide new bioretention planters for stormwater management
- 10 Provide new plantings for bioretention planters
- 11 Remove invasive species trees onsite
- 12 Provide new trees as required by grading plan
- 13 Provide site fencing

Energy Items

- 1 Install new geothermal sourced HVAC system
- 2 Construct new geothermal wells
- 3 Replace all kitchen appliances
- 4 Install insulation at exterior walls and roofs
- 5 Replace window coverings for energy efficiency
- 6 Add two stacked W/D units

B. Projected Rents

Rents will not increase after rehabilitation. Any increases for current residents will be limited to 5% annually thereafter in compliance with the City's Voluntary Rent Guidelines.

IV. RELOCATION PLAN IMPLEMENTATION

A. General Information

Tenants of the rooming house will be relocated in compliance with the Uniform Relocation Assistance and Real Property Acquisition Act (URA), is a federal law that establishes minimum standards for federally funded programs and projects that require displacement. Requirements under URA exceed the requirements of the City's Voluntary Relocation Guidelines.

Notices required by URA include:

- General Information Notice (GIN): Informs affected persons of the project and that they may be displaced by the project.
- Notice of Relocation Eligibility: Informs persons that they will be displaced by the project and establishes their eligibility for relocation assistance and payments.
- 90-Day Notice (The City requires 120-Day Notice) Informs displaced persons of the earliest date by which they will be required to move. Residents will also be sent a 30-day notice of the actual date of the move.

B. Staffing

Staff of the Landlord Tenant Relations Division will be conducting interviews and provide follow up with residents before and during the relocation.

C. Plan Details

In total there are eight residents to be relocated for approximately one year during renovations. Residents have agreed to share apartments as they are currently in a shared living situation. Tenants include one woman and seven men.

Units will be located in the general vicinity of the rooming house since none of the residents have cars, and their lives are focused on the location of the house. The project relocation costs will cover the rents for two- and three-bedroom apartments as shared living space. The only female tenant will be offered an efficiency. Potential properties include Princess Square at 1400 Princess Street, and other new apartment complexes in the vicinity of the rooming house.

D. Relocation

Tenants will be relocated off-site to units in the community as close as possible to the location of the rooming house.

To most effectively meet the needs of the residents in the community who will be temporarily relocated to an off-site unit, the following advisory services will be provided:

- A General Tenant Informational Meeting was held on June 6. Tenants were provided a copy of the draft plan and notified of the LTRB meeting on June 7, 2023.
- A One-On-One Relocation Interview meeting with staff of the Office of Housing;
- A written explanation and frequently asked questions sheet explaining the renovation process;
- A Notice of Nondisplacement advising the household that it does not qualify as a displaced person and the terms and conditions under which the household may continue to lease and occupy the property after the renovations;
- A *120-Day Notice to Vacate* with a minimum of 120 days notice to vacate the currently occupied unit;
- Thirty-day advance written notice indicating the exact address of the temporary relocation unit and the date in which the temporary move is scheduled to take place;
- Thirty-day advance written notice indicating the exact address of the on-site permanent replacement unit and the date in which the move is scheduled to take place;
- Execution of a temporary relocation agreement;
- Coordination and direct payment of the two moves (the move to the temporary unit and the move back into the renovated rooming house) utilizing a professional moving company;
- Packing supplies including boxes, bubble wrap and tape necessary to pack belongings for the moves;
- Reimbursement of any costs for or direct payment to transfer utilities or any existing services such as telephone, cable or internet services to the temporary unit as well as the new unit, if applicable;
- Written communication updates regarding all moves;

- To the greatest extent possible, special attention to individual challenges of senior citizens and residents with disabilities;
- Additional advisory services such as interpreter services will be provided as necessary or appropriate depending on the individual situation and circumstances;
- Staff will communicate with residents throughout the relocation process.

E. Resident Notices

The Owner will send all required notices as required and appropriate, including the *General Information Notice*, *Notice of Relocation Eligibility/Notice of Nondisplacement*, *120-Day Notice*, and *30-Day Notice*. All notices will be personally served and documented in the resident files. Each notice will be written in plain, understandable English and translated into Spanish. For any persons that are unable to read and understand the notice, appropriate translation and/or counseling will be provided. All notices will include the name and telephone number of the Relocation Management team that will be available to answer questions and provide necessary assistance.

General Information Notice

All households will be sent a 120-day notice in June. This notice establishes eligibility for relocation benefits. The notice will advise residents not to move yet and will explain that it is not a notice to vacate and that relocation benefit information would be forthcoming. The Notices will be sent with the “Relocation Assistance to Tenants Displaced From their Homes” .

Notice of Relocation Eligibility/Notice of Nondisplacement

As soon as feasible, all households will be sent either a *Notice of Relocation Eligibility* or a *Notice of Nondisplacement*. This notice will inform the household as to whether the household is to be *displaced*. Both notices will include appropriate information related to the relocation benefits and advisory services to be provided to the household.

120-Day Notice

The *120-Day Notice* in June. This notice will be sent to households either after sending the *Notice of Relocation Eligibility/Notice of Nondisplacement* or combined with the *Notice of Relocation Eligibility/Notice of Nondisplacement*.

30-Day Notice

A follow up *30-Day Notice* will also be provided with the exact date the household will be moved from the current residence.

F. Relocation Interview Meetings

One on one meetings will be held throughout the month of June. Individual resident interview meetings will be conducted with all households by staff of the Office of Housing. During these meetings all important information regarding the relocation process will be discussed one-on-one, questions answered, and concerns addressed. If necessary, the City will provide translation of documents and/or an interpreter to assist residents with limited to no English language skills. It is anticipated that these meetings will be completed in June.

The Draft Relocation Plan was provided to all residents at the first resident meeting on June 6 along with a summary of the Plan and the opportunity to ask questions.

G. Record Keeping

The Owner will maintain adequate records in sufficient detail to demonstrate compliance with all applicable relocation requirements, including notices and canceled checks. The file will include a list identifying the name, address and occupancy characteristics for all persons residing in the project. Individual household files will be maintained including all applicable records related to each household. A record of advisory assistance will be maintained for each household as well as a completed individual One-on-One Interview questionnaire.

These files will be maintained for monitoring purposes and to ensure Plan compliance. All records will be kept confidentially and will be retained for at least three years after the last household that is *displaced* from the property receives the final payment to which the household is entitled under the URA.

H. Appeals

Any aggrieved person may file a written appeal in any case in which the person believes the Owner failed to properly consider the person’s application for assistance under the URA. Such assistance may include, but is not limited to, the person’s eligibility for or the amount of a payment required under the URA and this Relocation Plan. Any written appeal

will be considered regardless of the presentation of the written appeal. The appeal process will be implemented in accordance with the terms set forth in the URA.

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