

Notice of Meeting and Agenda
GHI Board of Directors / Greenbelt City Council
Work Session

Monday July 17, 2017
7:30 p.m.

GHI Board Room
1 Hamilton Place
Greenbelt, MD 20770

Agenda Items:

1. Welcome, Introductions
2. Resolution of Right-of -way Encroachment Issues
3. Status re: WSSC's Replacement of Water Pipes for GHI's Masonry Homes (Attachment #1)
4. Pepco Tree Trimming/Pole Replacement Project
5. Update on P.G. County Common Ownership Communities Legislation
6. P.G. County's Zoning Re-Write Project (Attachment #2)
7. City/GHI Partnership re: Pilot Project on Hoarding
8. Proposed Lighting Improvement Project between 11 and 13 Court Ridge Rd
9. Update re: Smoking Outside Green Ridge House
10. Items of Information
 - Status of GHI's Homes Improvement Program
 - Status of Asbestos Remediation in Crawlspace of GHI Homes
 - GHI Rentals, Resale Trends
11. Any other Items
12. City Forest Preserve Boundaries/GHI Woodland Committee

Ed James
Secretary, GHI Board of Directors



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



To: GHI Board of Directors, Greenbelt City Council, City Manager
From: Eldon Ralph, GHI General Manager *E. Ralph*
Date: July 13, 2017
Subject: Items for the GHI/City of Greenbelt Work Session on July 17, 2017

2. Resolution of Rights of Way Encroachment Issues

During 1996 through 2003, GHI hired a consulting firm to survey and plot the legal boundaries of GHI property. In 2005, City staff submitted a draft memorandum of understanding to GHI with suggested guidelines for resolving issues with GHI units and yards that encroached on the City rights of way. GHI's Board of Directors did not approve the Memorandum of Understanding at that time.

During 2009 to 2012, GHI & City staff collaborated to address a significant right-of-way encroachment of eight (8) GHI homes along Crescent Road, concluding in the City abandoning the rights-of-way at this location.

Since 2014, GHI and City staff have been working towards re-designating the rights of way at the following locations to eliminate significant encroachment problems:

- 9A-D Hillside Rd
- 11A Hillside Rd and 11H Hillside Rd
- 13A-D Hillside Rd
- 35A Ridge Rd
- 7J Research Rd

City staff has submitted plans to the Maryland-National Capital Park and Planning Commission (MNCPPC) for re-designating the rights of way at the five locations. The MNCPPC has forwarded them to public utility companies for comment.

After the re-designation of the rights-of-ways at the above-mentioned five locations, remaining rights of way encroachments can be classified into two categories:

- **Yellow** (81) GHI yard boundaries are outside GHI property lines, but only by about a foot or so.

- **Orange** (92) natural GHI yard boundaries are outside GHI property lines, but by a more substantial amount.

Based on the GHI Board's directive, GHI staff requested the City's Planning and Community Development staff in 2016 to prepare a new draft memorandum of understanding for GHI's consideration, regarding yard use and future permitting of improvements for the remaining locations where rights of way encroachments exist. The City's staff has not begun work on this item.

This item is on the agenda for discussion.

3. Status re: Replacement of Water Pipes for GHI's Masonry Homes

The underground water pipes for the original (mostly masonry) Greenbelt buildings were installed during 1935-37. In a 1958 agreement signed by the Washington Sanitary Suburban Commission (WSSC), the City of Greenbelt, and Greenbelt Homes, Inc. (GHI), WSSC took ownership of the water piping up to the meter boxes located at the housing units. The meter boxes are approximately 5 feet away from the front walls of the buildings.

In 2008, the WSSC first proposed to replace the water pipes and install new meter boxes in the same locations as the current ones. Subsequent proposals moved the meter boxes close to the streets and required GHI to assume responsibility for the future maintenance and replacement of the water pipes from the meter boxes to the homes; a future unexpected expense that GHI staff estimated to be \$1,514,400.00 (in 2013 dollars) at the end of the 50-year estimated life of the pipes.

After GHI did not agree to the final proposal, WSSC informed GHI in 2012, that it had abandoned the project, but would continue to repair leaks to water pipes on an emergency basis as they fail.

Last September, Greenbelt's Mayor wrote a letter to WSSC urging the Commission to re-open discussions with the City and GHI on the project. The WSSC General Manager's response to the Mayor's letter is in attachment # 1.

This item is on the agenda for discussion.

4. Pepco Tree Maintenance/Pole Replacement Project

It appears that Pepco has removed 42 of the 104 trees that GHI had given permission in 2015 to be removed, and 54 trees may have been trimmed. It appears that the pole replacement/infrastructure work in GHI has been completed. GHI's staff has been not been able to obtain information from Pepco about when it intends to resume tree maintenance in GHI. Last year, Pepco fulfilled its commitment by extending a line of credit in the amount of \$21,000 that enabled GHI to plant 79 replacement trees.

This item is on the agenda for the purpose of obtaining an update on the status of Pepco's tree maintenance in GHI and the Greenbelt community.

5. Update on P.G. County Common Ownership Communities Legislation

In 2015, the P.G. County Council enacted legislation to establish a Common Ownership Communities Commission (COCC) and a mandatory Alternative Dispute Resolution Process that common ownership communities in Prince George's County must follow to resolve disputes that exist, after parties to a dispute exhaust all procedures or remedies provided in the association documents. During 2016, GHI's Board of Directors voiced concern and submitted comments to the County Council about the legislation that was enacted, since the Board felt that the legislation might have significant effects on aspects of GHI's self-governance.

Former GHI Board member and current Legislative and Government Affairs Committee Chair Aaron Marcavitch was appointed to the Prince George's County Common Ownership Communities Commission earlier this year. The COCC is just getting up on its feet at this point and has been assigned staff from the County Community Relations division. Meetings regarding its bylaws and operations have been ongoing. No policy has been established on how issues will be referred to the commission. Nicole Williams from Greenbelt East was also appointed plus members largely from the District 4 region.

This item is on the agenda for discussion.

6. P.G. County's Zoning Re-Write Project

P.G. County's Planning Department is conducting a comprehensive re-write of the Zoning Ordinance and Subdivision Regulations. The County's effort is to modernize the Zoning Ordinance and Subdivision Regulations in a multi-year project and encourage public input throughout the process.

Module 1 of the Zoning Re-write project proposes a Neighborhood Conservation Overlay Zone (NCOZ) for Greenbelt. A NCOZ is designed to protect and preserve the unique development features and characters of established neighborhoods while encouraging development that is compatible with existing neighborhoods. Last year, GHI's Board President Skolnik sent a letter to the Maryland National Park and Planning Commission (M-NPPC) that commented on the zoning rewrite and the proposed NCOZ to ensure GHI's input is officially on record and considered for incorporation into the NCOZ.

GHI subsequently formed a zoning task force for the purpose of collaborating with the city's staff on matters regarding the zoning re-write project. On July 10, GHI's Manager was made aware of proposed regulations regarding the Greenbelt Neighborhood Conservation District

(refer to attachment #2) that the former City Planning Director had submitted to the M-NPPC. It appears that GHI was not consulted about the proposed regulations, which if approved could severely limit GHI's authority and control over how we can or cannot modify and maintain our structures.

This item is on the agenda for discussion.

7. City/GHI Partnership re: Pilot Project on Hoarding

The City of Greenbelt's Social Services Division, Greenbelt CARES and Greenbelt Homes Inc., are currently participating in a pilot project to develop best practices for addressing the problem of hoarding in Greenbelt. The project is being funded by a \$5,000 grant obtained from the Greenbelt Community Foundation.

The program would gather experts from around the County and State to collaborate and develop protocols and standards about how to address hoarding in the City. For the pilot project, the focus would be on identifying and assisting, with mini grants, residents residing in GHI who have been identified with hoarding issues. In addition, the grant funds would allow the development of a support group for family and caregivers of City residents identified as hoarders, develop literature that identifies local resources, and a workshop for professionals and interested parties. Proceeds of the workshop would be used to offer additional mini-grants for GHI residents.

Since its formation in the fall of 2016, the grant has enabled the provision of supportive services to persons with excessive clutter/hoarding tendencies and assisted them with de-cluttering, organizing and disposing of items that pose potential risk for fire. It has also provided mini-grants to those enrolled. The Task Force has met with personnel from various departments within the city and with persons in private industry, drawing from their expertise to gain insight when it discovered hoarding conditions that are a potential risk to life or of fire. The Task force has also established a monthly support group for family and friends of hoarders, counseled those residents who have enrolled in the program to develop a plan for use the mini-grant funds.

The task force plans to hold a "Hoarding Information Event" in mid-September within the Greenbelt community.

This item is on the agenda for discussion.

8. Proposed Lighting Improvement Project between 11 and 13 Court Ridge Rd

The City's Public Works' Department is considering a lighting improvement project for the area between 11 and 13 Court Ridge Rd and recently conducted a survey of members adjacent to the area to obtain their preferences for lighting fixtures.

This item is on the agenda for the purpose of discussing the status of the project.

9. Update re: Smoking Outside Green Ridge House

Green Ridge House, located at 22, Ridge Rd, is a HUD Section 8 –202 apartment complex for seniors age 62 + or disabled adults, that is owned by the City of Greenbelt. The Department of Housing and Urban Development recently implemented a law to eliminate smoking from all section 8 and public housing, which went into effect on Feb 3. Consequently, the City of Greenbelt designated Green Ridge House a smoke-free campus. Following complaints from some GHI members about the adverse effects caused by residents of Green Ridge House smoking on or alongside public sidewalks, GHI's Board of Directors requested GHI's Manager to send a letter to the City Manager stating GHI's desire that the City of Greenbelt implement a solution that would deter the residents of Green Ridge House from smoking on sidewalks adjacent to GHI's property.

This item is on the agenda for the purpose of obtaining an update on the matter.

10. Items of Information

a) Status on GHI's Homes Improvement Program

The 2016 phase of the Homes Improvement Program was completed on schedule. The following components were installed:

- 2,155 windows, 535 doors, and 1,633 baseboard heaters at 326 homes;
- 179,682 square feet of siding at 208 frame homes; one inch exterior wall insulation was installed at 59 frame units;
- Additional attic insulation at 58 units;
- 49 mini-split heat pumps;
- 44 digital thermostat systems, 56 bath exhausts; 44 radiant bath heaters and 22 radiant kitchen heaters.

The total expenditure last year was \$3.6 million. The second year of the program which is underway is similar in scope to last year's but also includes improvement work to crawlspaces of 41 rows of masonry buildings.

b) Status on Remediation of Asbestos from Crawlspaces of GHI Homes

In February 2016, GHI's staff discovered that the contractor who GHI hired in 1985 to remove asbestos insulation from the boilers and heating pipes in the crawlspaces of the masonry homes hid much of the asbestos materials in the alcoves underneath the concrete porch stoops, instead of disposing them at an approved hazardous waste landfill. Following the discovery, staff inspected all 135 rows of masonry units, revealing the presence of asbestos insulation in 479 porch foundation alcoves of 108 building rows. GHI subsequently hired a contractor to remove all asbestos insulation from the crawlspace alcoves as well as asbestos residue on abandoned boilers, and to dispose of the materials in an approved landfill site. The contractor completed the project in May of this year.

In January 2017, staff discovered small amounts of asbestos debris on abandoned heating and hot water pipes that are located in the crawlspaces of frame buildings, when they began cutting and removing abandoned pipes, in preparation for the HIP crawlspace improvement project. GHI hired an industrial hygiene firm to inspect crawlspaces in 34 frame buildings, who found varying amounts of asbestos debris on abandoned pipes in each crawlspace. GHI is currently obtaining bids from contractors to undertake an asbestos remediation project that will encompass all of the crawlspaces for the frame buildings.

c) GHI Rentals

GHI currently has 10 units whose members have been issued rental permits. About 5 years ago, there were 23 units with rental permits.

d) Resales' Trends

As shown in the chart below, annual unit sales have been increasing, since a low-point was reached in 2011-2012.

Year	Units Sold
2017	61 as of July 6
2016	91
2015	80
2014	89
2013	88
2012	59
2011	56
2010	70
2009	65
2008	59
2007	94



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GENERAL MANAGER
Carla A. Reid

October 21, 2016

The Honorable Emmett V. Jordan
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770-1886

RE: Greenbelt Homes Inc. Phase II Water Main Replacements

Dear Mayor Jordan:

Thank you for your September 14, 2016 letter regarding WSSC's water facility upgrade in the Greenbelt Homes Inc. (GHI) Community. WSSC remains committed to working towards a solution that is mutually beneficial, ultimately upgrading water infrastructure for the community's 579 homes.

In 2007, WSSC selected the GHI community for water main replacements (WMR) as part of our proactive infrastructure renewal program. The project's current design, created with significant community input, minimizes disruption to homeowners and landscaping, and conforms to current codes and design guidelines. This includes the requirement for a minimum horizontal separation of 15 feet from buildings or other structures for access and maintenance purposes. In addition, the current design alleviates past concerns regarding the utilization of easements associated with WSSC lines on homeowner's property. The design also includes additional hydrants and larger line sizes to accommodate required fire protection flows.

Throughout the WSSC service area, all individual water service connections have a Point of Demarcation (POD) delineating responsibility between WSSC and the customer. This POD is located at the property line, where typically either a water meter or a curb stop (valve) is located. The project called for the replacement of all the water services, from the buildings to the mains. Homeowners are responsible for maintaining the water lines that extend from the water meter or curb stop to the home, while WSSC is responsible for water meter or curb stop and the lateral to the water main, WSSC does not own or maintain private property.

The proposed piping material to be installed for the new water service lines is copper tubing, piping that is jointless, and has a minimum expected service life of 50-70 years. Because of this lifespan, there may be no significant repair costs for many years. Former Mayor Judith Davis' December 4, 2012 letter to WSSC indicated that the financial burden of transferring the ownership of the piping on private property would be significant, estimating that \$42,000/year would need to be set aside for future repairs. We appreciate that

Washington Suburban Sanitary Commission

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City of Greenbelt
Greenbelt Homes Inc. Phase II Water Main Replacements
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potential maintenance and emergency repair costs can be intimidating to some homeowners; as a result, earlier this year WSSC entered into an agreement with HomeServe, a company that offers optional protection plans to homeowners. These optional plans, administered by HomeServe, provide repair/replacement coverage for water (and sewer) services at reasonable rates that are far lower than the estimated cost of future repairs. WSSC is not suggesting that GHI obtain HomeServe's optional plans, but rather highlighting additional options that did not exist in 2012.

WSSC is interested in moving this project forward and we are available to meet to discuss these issues in more detail. If you have any questions, please contact Gary Gumm, WSSC Chief Engineer; he can be reached at 301-206-8555 or Gary.Gumm@wssewater.com. We look forward to working with GHI in getting the project back in our program schedule for construction.

Sincerely,



Carla A. Reid
General Manager/CEO

cc: Councilmember Judith F. Davis, City of Greenbelt
Councilmember Konrad E. Herling, City of Greenbelt
Councilmember Leta M. Mach, City of Greenbelt
Councilmember Silke I. Pope, City of Greenbelt
Councilmember Edward V.J. Putens, City of Greenbelt
Councilmember Rodney M. Robert, City of Greenbelt
Chair Fausto R. Bayonet, WSSC Commissioner
Steve Skolnik, President, Greenbelt Homes Inc.
Eldon Ralph, General Manager, Greenbelt Homes Inc. ✓
Maroia G. Tucker, Infrastructure Systems Group Leader, WSSC

Proposed regulations – Greenbelt Neighborhood Conservation District

1. Density/ number of residential units – The number of dwelling units permitted in the NCO shall be capped at the number of legal dwelling units existing on the date of adoption. No new dwelling units may be constructed.
2. Additions – Additions to residential attached dwelling units shall be capped at 40% of the gross floor area if the addition is 2 stories, and capped at 20% of the gross floor area of the original structure if the addition is 1 story. Three story additions are not permitted. Two story additions should be placed on the end of a unit or row. Two-story additions that wrap around a corner of an original building are not permitted. Second floor additions to one story dwelling units are not permitted. Serviceside additions shall be limited to one story. A dwelling unit may not have an addition and addition to a porch that exceeds 20% of the gross floor area of the original unit.

Additions to multi-family dwellings and commercial buildings are not permitted.
3. Building height/ roof line – For additions to residential attached dwelling units, the roof of the addition shall match the roof line of the existing structure and may not exceed the height of the original structure. Altering the height of an original building is not permitted.
4. Windows/skylights – Window openings shall be maintained in number and size, except in the case of windows covered with an addition. Additions shall employ windows which are compatible in style, size and operation to the original windows. Roof dormers are not permitted. Skylights are not permitted on original structures.
5. Doors – Door openings shall be maintained in number and size, except in the case of doors covered with an addition. Additions shall employ doors which are compatible in style, size and operation to the original doors.
6. Porches – The enclosure of an existing porch is not permitted. New porches are allowed on the service side only and are limited to 20% of the floor area of the gross floor area of the original unit.
7. Decks – Decks are permitted on the service side of an original unit, and is limited in area to 20% of the original dwellings gross floor area.

8. Coverage – Total yard coverage is limited to the footprint of the original building plus 20% of the total gross floor area of the original structure. Coverage shall include the original structure, additions, porches and decks.
9. Garages – Garages shall be maintained for the intended function. Garages may not be used for residential uses, or any other use that is not for automobile storage or general storage. Additions are not permitted. The blocking up of original doors is not permitted. When present, original garage doors should be repaired rather than replaced. If replacement is necessary, new garage doors shall be compatible in appearance and function with original garage doors.
10. Parking – Existing parking may not be reduced in number except if necessary to accommodate parking and access pursuant to the Americans with Disabilities Act. Parking lots may not be enlarged in area.
11. Demolition – Only when a dwelling is out of character, style, scale, and period of construction with its immediate neighborhood shall demolition and redevelopment be allowed. In the case of redevelopment, the footprint of the new dwelling shall be no larger than the footprint of the demolished structure.
12. Materials – Materials used in new construction and additions shall be of similar material to that used on the nearest residential structure. The installation of synthetic siding over brick or block is not permitted.
13. Accessory structures – Shall be limited to garden sheds with a maximum floor area of 100 square feet, and a maximum height of 10 feet from the adjacent grade. Only one shed is permitted per original structure.
14. Accessory dwellings – Not permitted.
15. The defining architectural features of the 1937 multi-family dwellings shall be retained, to include but is not limited to concrete block exterior walls, casement windows, flat roofs, open porches, glass block walls, exterior doors, exterior lighting and decorative brick coursing. Awnings are not permitted. Paint colors shall be selected to blend with historic paint schemes used for the multi-family buildings.
16. Boiler rooms – Boiler rooms may be adapted for reuse if possible, except that alteration or reuse of a boiler room may not result in the addition of a dwelling unit. If boiler rooms are replaced, the replacement must reflect the design of the

adjacent dwelling unit.

17. Fences – Fences are limited in height to 42 inches with a maximum post height of 48 inches. Nonconforming fences can be repaired/replaced up to a maximum of 25% of the total length of the fence.