Rehabilitation Board of Appeals
Agenda
March 24, 2020

A regular meeting of the Royal Oak Rehabilitation Board of Appeals will be held on Tuesday, March 24, 2020, at 7:00 p.m. in room 309 on the 3rd floor of City Hall, 211 Williams St, Royal Oak, Michigan. Matters to be considered are:

A. call to order
B. public comment
C. minutes of January 28, 2020 regular meeting
D. loan deferment / loan subordination requests
E. Community Development Block Grant program
   1. program overview and review of applications for funding
      - ROSES program; in-home assistance with chores, minor home repair, and personal care for the elderly
      - SOCH; wintertime shelter services at Royal Oak Starr Presbyterian Church
      - Lighthouse; emergency shelter services for former Royal Oak residents who are now homeless
      - housing rehabilitation program; owner-occupied, single-family housing rehabilitation program
      - improvements to south end traffic diverters, Lawson & Franklin parks
      - purchase and installation of playground equipment and fall zone materials at Miller Park
      - tree replacement program in CDBG target areas
      - paving unimproved roadways in CDBG target areas
      - program administration
      - unprogrammed / contingency funds
   2. recommendation to the City Commission
F. other business
G. adjournment
A regular meeting of the Rehabilitation Board of Appeals was held at 7:00 p.m. on Tuesday, January 28, 2020 in room 309 of City Hall.

Present:      Absent:
Ryan Doyle
Tyler Lynch (7:04 pm)
Vice Chairperson Rebecca Maas
Commissioner Paruch
Jon Randall
Carl Stone

Staff present:
Joseph M. Murphy, Director of Planning
Debbie Murray, Rehabilitation Finance Officer

Call to Order
Mr. Murphy called the meeting to order at 7:01 p.m.

Election of Officers
Mr. Murphy reminded the Board that its rules of procedure require the election of a Chairperson and Vice Chairperson at the first regular meeting in each calendar year.

Moved by Mr. Stone
Supported by Mrs. Maas
To elect Mr. Stone as Chairperson.

Motion adopted unanimously.

Moved by Mrs. Maas
Supported by Chairperson Stone
To elect Mrs. Maas as Vice Chairperson.

Motion adopted unanimously.
Public comment
Five individuals spoke regarding the application to fund improvements to the south end traffic diverters.

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Minutes of the December 17, 2019 meeting

Moved by Commissioner Paruch
Supported by Vice Chairperson Maas

To approve the minutes as presented.

Motion adopted unanimously.

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Request to Defer Loan Payment
Case No. 2472
Ms. Murray informed the Board that the applicant obtained a home rehabilitation loan in 2010. The original terms and conditions deferred monthly installation payments for 5 years. A deferral for an additional 5 years was granted in 2015. Monthly installation payments will commence in May 2020. Staff informed the Board, that the applicant requests deferral of the outstanding balance of the loan until the applicant no longer resides at the premise. Staff recommended that the Board consider an extension of the deferral of monthly installation payments for a date no greater than 10 years versus an indefinitely deferral.

Moved by Vice Chairperson Maas
Supported by Mr. Lynch

To approve the request to defer the commencement of monthly payments on the outstanding balance of the loan until May 2030.

Motion adopted unanimously.

Request to Defer Loan Payment
Case No. 2473
Ms. Murray informed the Board that the applicant obtained a home rehabilitation loan in 2010. Monthly installation payments were deferred for 10 years. Monthly installation payments will commence in March 2020. Staff informed the Board, that the applicant requests deferral of the outstanding balance of the loan until the applicant no longer resides at the premise. Staff recommended that the Board consider an extension of the deferral of monthly installation payments for a date no greater than 10 years versus an indefinitely deferral.

Moved by Vice Chairperson Maas
Supported by Mr. Lynch

To approve the request to defer the commencement of monthly payments on the outstanding balance of the loan until March 2030.

Motion adopted unanimously.
Community Development Block Grant

program overview and review of applications for funding
Staff presented an overview of the program and applications for funding for next program year. The Board discussed each application in light of an estimated budget. Once the federal government provides the City’s with the entitlement allocation for PY2020, the Board will be able to finalize its recommendation to the City Commission at a future meeting.

public hearing on the program year 2020 annual action plan
Four individuals spoke regarding the application to fund improvements to Franklin Park and the south end traffic diverters. One individual spoke regarding the PY2019 funded Judson Ave. paving project, the R.O.S.E.S. program, the meeting packet, drainage concerns in City parks, low- to moderate-income census block groups, and the application to fund paving of unimproved roadways in CDBG target areas.

Other Business
None.

Adjournment
Moved by Vice Chairperson Maas
Supported by Mr. Randall
To adjourn the meeting.
Motion adopted unanimously.
The meeting was adjourned at 8:43 p.m.
## PROPOSED EXPENDITURES BY CATEGORY

<table>
<thead>
<tr>
<th>Category</th>
<th>PY 20-21 Requested Funds</th>
<th>Staff Recommendation</th>
<th>Rehab Board's Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PUBLIC SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ROSES (LMC) - in-home supportive services administered by senior center</td>
<td>45,000</td>
<td>45,000</td>
<td>0</td>
</tr>
<tr>
<td>SOCH (LMC) - day shelter during winter months for homeless individuals</td>
<td>15,000</td>
<td>15,000</td>
<td>0</td>
</tr>
<tr>
<td>Lighthouse (LMC) - emergency shelter services for homeless individuals with a last known address of Royal Oak</td>
<td>20,000</td>
<td>20,000</td>
<td>0</td>
</tr>
<tr>
<td>Proposed SubTotal Expenditure</td>
<td>$80,000</td>
<td>$80,000</td>
<td>$0</td>
</tr>
<tr>
<td>15% Max Expenditure / SubTotal Cap</td>
<td>$251,606.95</td>
<td>$251,606.95</td>
<td>$251,606.95</td>
</tr>
</tbody>
</table>

The total amount of CDBG funds obligated for public services activities must not exceed 15% of the annual Entitlement amount plus 15% of program income received during the prior year.

### HOUSING REHABILITATION PROGRAM - Owner Rehabilitation Assistance (LMH)

- $600,000

### PUBLIC IMPROVEMENTS

- South end traffic diverters: $300,000
- Franklin Park improvements: $400,000
- Lawson Park improvements: $0
- New children's play equipment, fitness equipment, shelter, benches, bike racks, grills, trees & drainage: $500,000
- Recondition existing baseball field & basketball court, sidewalk within park: $150,000
- Concrete road segments at north (E Parent Ave) and south (Dondero Ave) end of park & ancillary parking: $350,000
- Miller Park: replacement of equipment & fall zone material: $275,000
- Neighborhood tree replacement program in LMA Target Areas (LMA) ~100 trees: $50,000
- Road paving project: $0

### HOUSING REHABILITATION PROGRAM - Owner Rehabilitation Assistance (LMH)

- $600,000

### PROGRAM ADMINISTRATION

- Planning & Administration costs are capped to 20% of the annual Entitlement amount plus Program Income that is received during the program year.
- Administration: $192,000
- Fair Housing Testing: $8,000
- Proposed SubTotal Expenditure: $2,870,000

### UNPROGRAMED FUNDS

- Contingency: -$1,443,965
- Total: $2,306,035

### PROPOSED REVENUES BY CATEGORY

- PY 2020 grant amount: $1,194,035
- Program Income: estimated residential rehabilitation payments: $350,000
- Miscellaneous Revenues: $0
- Transfer from Prior Years (projects completed under budget, cancelled, ineligible, etc): $762,000
- Total: $2,306,035
MEMORANDUM

DATE: March 4, 2020

TO: Rehabilitation Board of Appeals

FROM: Planning Division

SUBJECT: recommendation to the City Commission; CDBG PY2020

The Rehabilitation Board of Appeals advises the City Commission on housing and community development needs under the City’s CDBG program in accordance with the policies and procedures established by HUD. During the development of the PY2020 Annual Action Plan, the Board reviewed the submitted applications for financial assistance from various public and private agencies that provide assisted housing, health and social services and essential and recreational community services. Each application was reviewed in comparison to the community development needs identified in the City’s CDBG Consolidated Plan. The PY2020 Annual Action Plan addresses CDBG-funded activities to be taken during the upcoming program year (July 1, 2020 – June 30, 2021).

Upon review of draft version of the Annual Action Plan and review of applications for financial assistance, the following resolution is recommended:

Whereas, the Royal Oak Rehabilitation Board of Appeals held public hearings with regard to determining the City’s community development needs for inclusion in the PY2020 Annual Action Plan at its December 17, 2019 and January 28, 2020 meetings and considered all comments; and

Whereas, the Royal Oak Rehabilitation Board of Appeals has reviewed a draft version of the PY2020 Annual Action Plan at its March 24, 2020 meeting;

Now, therefore, be it resolved, that the Royal Oak Rehabilitation Board of Appeals does hereby recommend the attached activities with associated funding levels to the Royal Oak City Commission for incorporation into the PY2020 Annual Action Plan.

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