



# Royal Oak

## Agenda

### Rehabilitation Board of Appeals Meeting

Tuesday, September 24, 2024, 7:00 p.m.

City Hall Conference Room 116

203 South Troy Street

Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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2. Public Comment	
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6. Community Development Block Grant Program	
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**City of Royal Oak  
Rehabilitation Board of Appeals  
Minutes of the regular meeting held on February 27, 2024**

A meeting of the Royal Oak Rehabilitation Board of Appeals was held at 7:00 p.m. on Tuesday, February 27, 2024, in Room 116, City Hall, 203 S. Troy St., Royal Oak MI 48067.

Present:

Commissioner Brandon Kolo  
James Foster  
Eric Lofquist  
Carl Stone, Chairperson  
Mark Vanneste

Absent:

Jon Randall, Vice Chairperson

Staff present:

Joseph M. Murphy, Director of Planning

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**Call to Order**

Chairperson Stone called the meeting to order at 7:02 p.m.

\*\*\*\*\*

**Election of Officers**

Moved by Mark Vanneste  
Supported by James Foster

To elect Carl Stone as chairperson.

Motion adopted unanimously.

Moved by Carl Stone  
Supported by Mark Vanneste

To elect Eric Lofquist as vice chairperson.

Motion adopted unanimously.

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**Public Comment**

None.

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**Approval of Minutes for September 26, 2023**

Moved by Mark Vanneste  
Supported by Eric Lofquist

To approve the minutes of September 26, 2023, meeting as presented.

Motion adopted unanimously.

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**Unfinished Business**

None.

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**Housing Rehabilitation**

No items to consider.

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**Overview of Community Development Block Grant & Review of Applications for Program Year 2024 (July 1, 2024 – June 30, 2025) Funding**

Mr. Murphy provided an overview of the CDBG program. The board and staff discussed the applications in relation to the program’s national objective and the city’s housing, non-housing, and community development needs. Once the U.S. Department of Housing and Urban Development (HUD) notifies the city of its CDBG allocation / funding amount, the board must hold a public hearing, discuss, and make a recommendation to the city commission. No action is required at this time.

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**Adjournment**


Moved by Eric Lofquist  
Supported by Mark Vanneste

To adjourn the meeting.

Motion adopted unanimously.

The meeting was adjourned at 7:46 p.m.

\_\_\_\_\_  
Carl Stone, Chairperson

  
\_\_\_\_\_  
Joseph M. Murphy,  
Director of Planning



**M E M O R A N D U M**

DATE: August 22, 2024  
TO: Rehabilitation Board of Appeals  
FROM: Planning Division  
**SUBJECT: Public Hearing on Community Development Needs**

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Pursuant to the U.S. Department of Housing and Urban Development's (HUD) regulations, the City of Royal Oak is required to hold at least two (2) public hearings to obtain input regarding community needs during the development of its annual action plan. The upcoming annual action plan addresses the CDBG-funded activities to be undertaken during the third year of the five-year cycle. Public hearings are necessary to obtain citizen's views and to respond to proposals and questions. They are to be conducted at a minimum of two (2) different stages of the program year. Together, the public hearings must address anticipated housing and community development needs and the development of proposed, CDBG-funded activities to address these needs.

The public hearing on September 24<sup>th</sup> shall fulfill the requirement of obtaining citizen's views of housing and community development needs in the development of the upcoming annual action plan. This is the needs assessment stage of the process.

Over the next few months, staff will make the funding application available to all interested parties. The planning division will assist applicants with developing their applications in accordance with city policies and federal regulations. The board will receive the initial applications and make a recommendation to the city commission for final review and approval. An additional public hearing will be conducted prior to the board making a recommendation to the city commission. Said public hearing will fulfill the requirement of an additional public hearing during the program year and an opportunity to obtain citizen's input.

The board may wish to consider the following procedures for satisfying the public hearing requirements:

1. The chairperson opens the public hearing and requests comments regarding community goals and needs to assist in the development of the upcoming annual action plan.
2. Hearing all comments, the chairperson closes the public comment.
3. Staff is available to address any questions from the board based on the results of the public comment.

No further action is required.



**M E M O R A N D U M**

DATE: August 22, 2024

TO: Rehabilitation Board of Appeals

FROM: Planning Division

**SUBJECT: Eligible Low- and Moderate-Income Block Groups / Target Areas**

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The authorizing statute of the Community Development Block Grant (CDBG) program requires that each funded activity, except for program administration, must meet one of three national objectives.

The three national objectives are:

- 1) Benefit to low- and moderate- income persons;
- 2) Aid in the prevention or elimination of slums or blight; and
- 3) Meet a need having a particular urgency (referred to as urgent need).

Statutorily, the CDBG program is designed to primarily benefit low- and moderate-income persons because it requires that recipients expend 70 percent of their CDBG funds to meet this national objective.

Activities may benefit low- and moderate-income persons directly or indirectly.

Directly

A wide variety of CDBG-funded activities can directly benefit income verified or presumed low- and moderate-income persons or households. Individuals or collective members of a household may provide income verification data to demonstrate if they are relatively low- to moderate-income based on US Department of Housing and Urban Development (HUD) standards. Per HUD regulations, certain individuals (abused children, battered spouses, severely disabled adults, homeless persons, etc.) are presumed low- to moderate-income. There are other limited examples.

Indirectly

The area benefit category is the most commonly used national objective for capital improvements within targeted residential neighborhoods. Based on the service area of the activity, its presumed to indirectly benefit the low- and moderate-income residents of the targeted residential neighborhood. Area benefit activities may include improvements to public infrastructure like sidewalks, crosswalks, roads, street lighting, neighborhood scale parks, fire hydrants, street trees, etc.

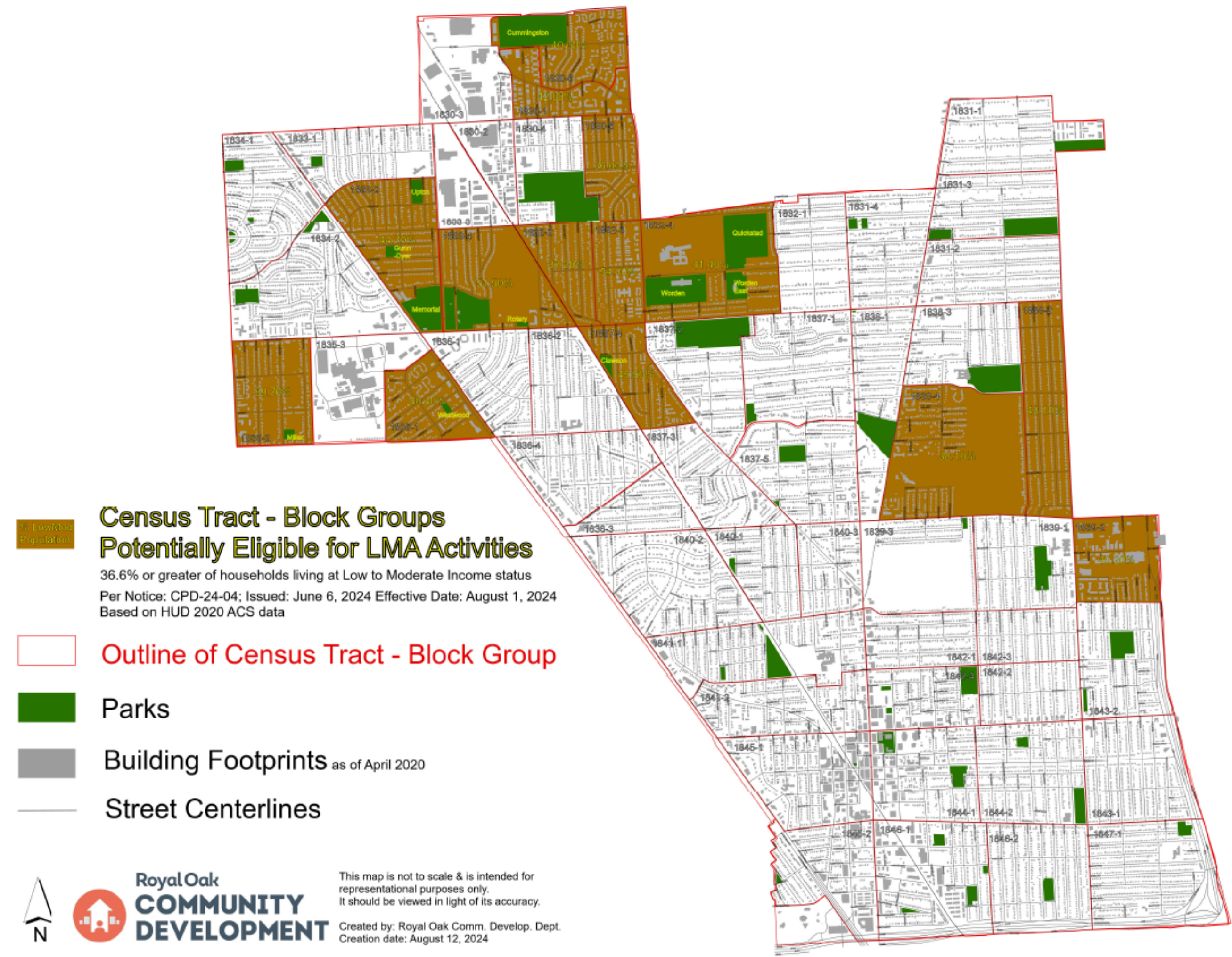
Nearly every five years, HUD provides communities across the country with data sets to determine which census block groups within their jurisdiction have a relatively greater percentage of low- to moderate-income residents compared to averages. The data helps determine potential activities that will indirectly benefit those living in qualifying census block group / target residential neighborhoods.

On June 6, 2024, HUD issued Notice: CPD-24-04 regarding low- and moderate-income summary data updates. The notice announced the publication of the national low- and moderate-income summary data based on the results of the American Community Survey 2016-2020 5-year estimates (2020 ACS). It replaced the prior 2015 ACS data set for the purpose of demonstrating compliance with the CDBG national objective of providing benefit to low- and moderate-income persons on an area basis (LMA).

Per the notice, any obligation of CDBG funds, to low- and moderate-income persons on an area basis, after 8/1/2024 must adhere to the newly identified census block groups (see attached map & spreadsheet).

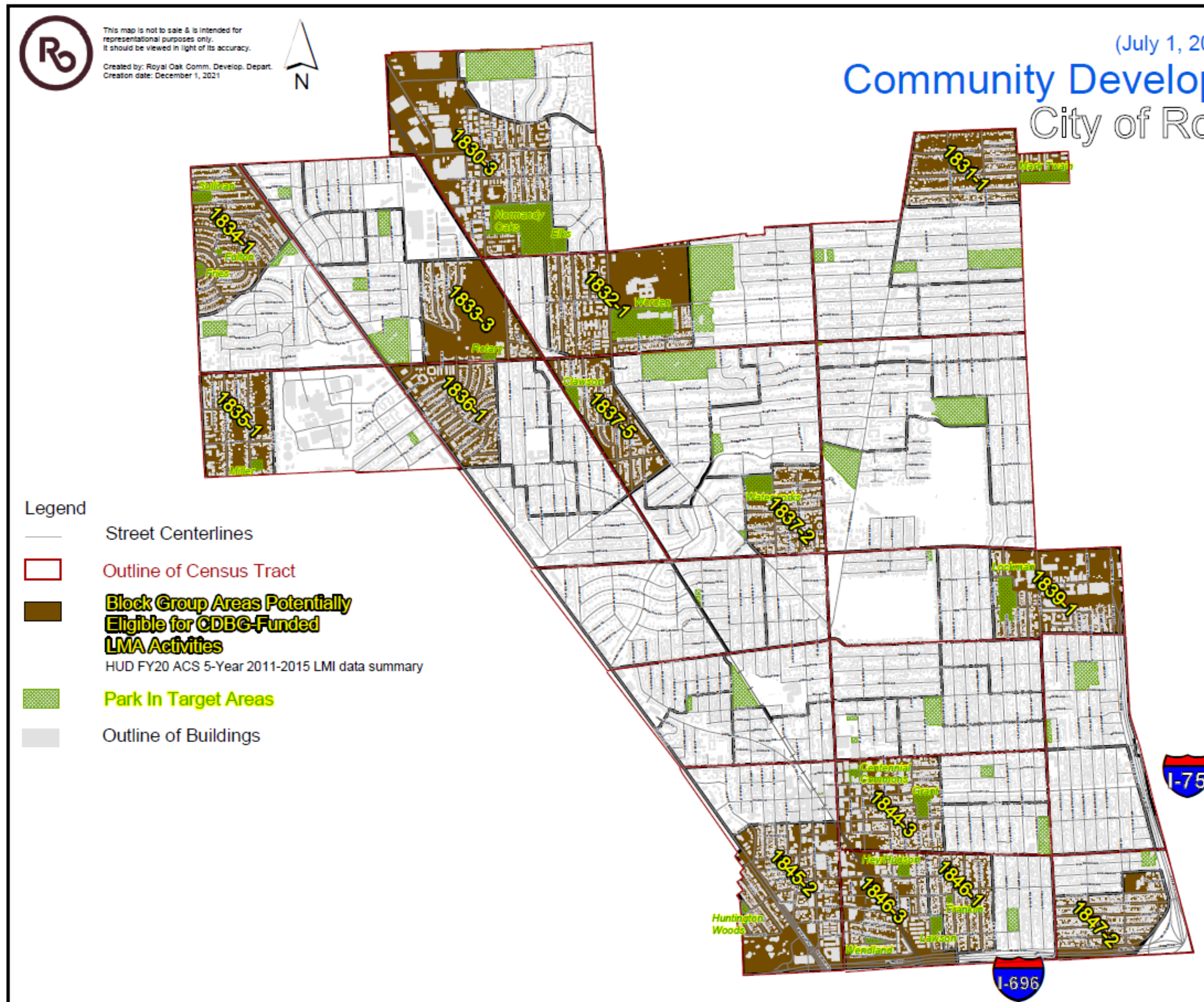
# NEW

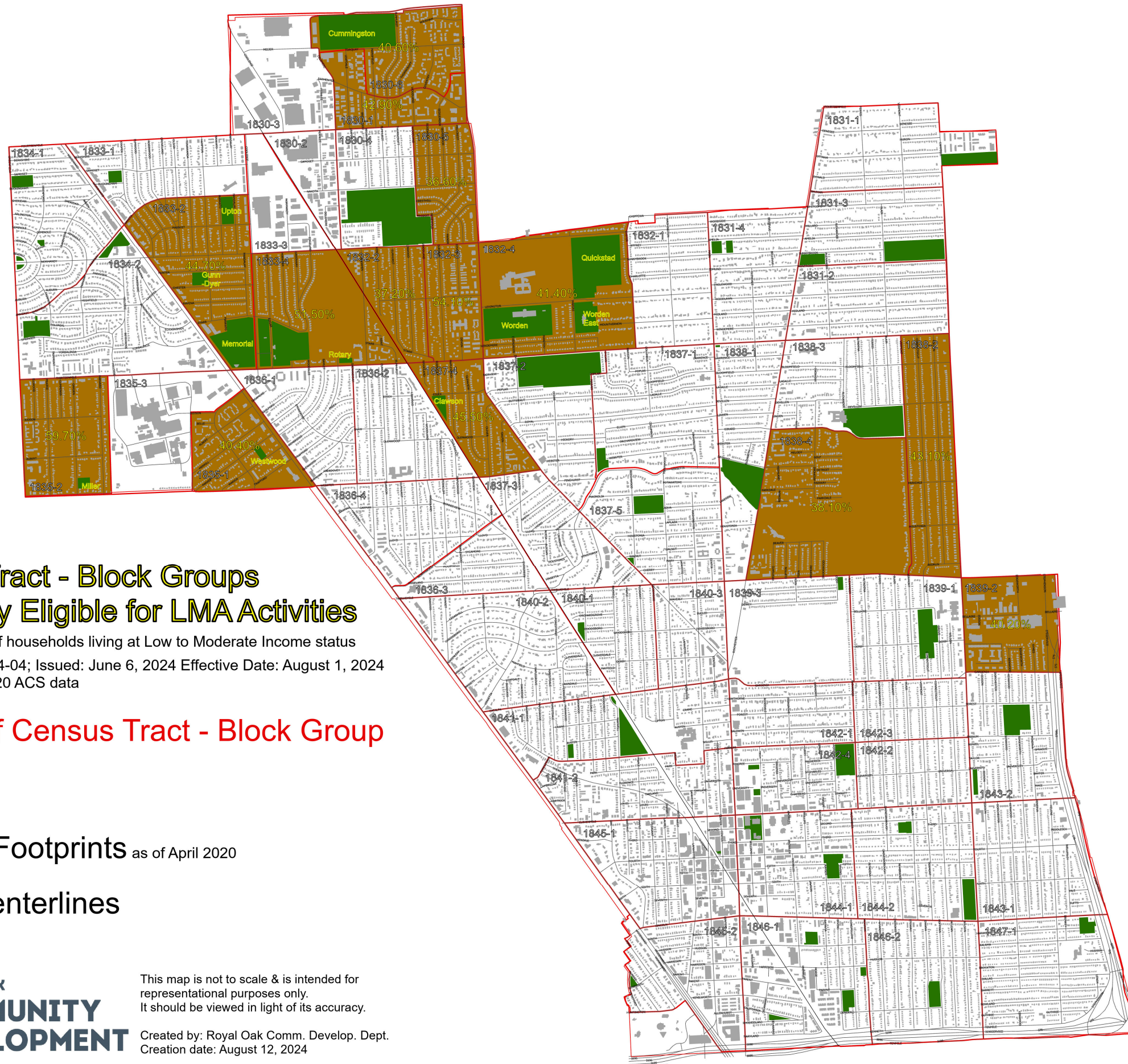
PY 2025 - July 1, 2025 - June 30, 2026  
Community Development Block Grant  
City of Royal Oak, Michigan



# OLD

(July 1, 2022 - June 30, 2023) PY2022  
Community Development Block Grant  
City of Royal Oak, Michigan





**Census Tract - Block Groups Potentially Eligible for LMA Activities**  
 36.6% or greater of households living at Low to Moderate Income status  
 Per Notice: CPD-24-04; Issued: June 6, 2024 Effective Date: August 1, 2024  
 Based on HUD 2020 ACS data

- Outline of Census Tract - Block Group
- Parks
- Building Footprints as of April 2020
- Street Centerlines

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**Royal Oak  
COMMUNITY  
DEVELOPMENT**

This map is not to scale & is intended for representational purposes only. It should be viewed in light of its accuracy.

Created by: Royal Oak Comm. Develop. Dept.  
 Creation date: August 12, 2024

GEOID	GEONAME	LOWMOD_PCT
261251830001	Block Group 1, Census Tract 1830, Oakland County, Michigan	42.90%
261251830002	Block Group 2, Census Tract 1830, Oakland County, Michigan	0.00%
261251830003	Block Group 3, Census Tract 1830, Oakland County, Michigan	0.00%
261251830004	Block Group 4, Census Tract 1830, Oakland County, Michigan	27.40%
261251830005	Block Group 5, Census Tract 1830, Oakland County, Michigan	36.60%
261251830006	Block Group 6, Census Tract 1830, Oakland County, Michigan	40.60%
261251831001	Block Group 1, Census Tract 1831, Oakland County, Michigan	27.80%
261251831002	Block Group 2, Census Tract 1831, Oakland County, Michigan	33.70%
261251831003	Block Group 3, Census Tract 1831, Oakland County, Michigan	32.40%
261251831004	Block Group 4, Census Tract 1831, Oakland County, Michigan	15.90%
261251832001	Block Group 1, Census Tract 1832, Oakland County, Michigan	8.50%
261251832002	Block Group 2, Census Tract 1832, Oakland County, Michigan	37.20%
261251832003	Block Group 3, Census Tract 1832, Oakland County, Michigan	54.10%
261251832004	Block Group 4, Census Tract 1832, Oakland County, Michigan	41.40%
261251833001	Block Group 1, Census Tract 1833, Oakland County, Michigan	17.50%
261251833002	Block Group 2, Census Tract 1833, Oakland County, Michigan	44.70%
261251833003	Block Group 3, Census Tract 1833, Oakland County, Michigan	0.00%
261251833004	Block Group 4, Census Tract 1833, Oakland County, Michigan	51.50%
261251834001	Block Group 1, Census Tract 1834, Oakland County, Michigan	6.60%
261251834002	Block Group 2, Census Tract 1834, Oakland County, Michigan	33.60%
261251835001	Block Group 1, Census Tract 1835, Oakland County, Michigan	40.40%
261251835002	Block Group 2, Census Tract 1835, Oakland County, Michigan	59.70%
261251835003	Block Group 3, Census Tract 1835, Oakland County, Michigan	0.00%
261251836001	Block Group 1, Census Tract 1836, Oakland County, Michigan	32.10%
261251836002	Block Group 2, Census Tract 1836, Oakland County, Michigan	29.30%
261251836003	Block Group 3, Census Tract 1836, Oakland County, Michigan	27.20%
261251836004	Block Group 4, Census Tract 1836, Oakland County, Michigan	17.70%
261251837001	Block Group 1, Census Tract 1837, Oakland County, Michigan	14.00%
261251837002	Block Group 2, Census Tract 1837, Oakland County, Michigan	28.50%
261251837003	Block Group 3, Census Tract 1837, Oakland County, Michigan	18.10%
261251837004	Block Group 4, Census Tract 1837, Oakland County, Michigan	45.50%
261251837005	Block Group 5, Census Tract 1837, Oakland County, Michigan	12.50%
261251838001	Block Group 1, Census Tract 1838, Oakland County, Michigan	3.70%
261251838002	Block Group 2, Census Tract 1838, Oakland County, Michigan	43.10%
261251838003	Block Group 3, Census Tract 1838, Oakland County, Michigan	16.30%
261251838004	Block Group 4, Census Tract 1838, Oakland County, Michigan	38.10%
261251839001	Block Group 1, Census Tract 1839, Oakland County, Michigan	28.50%
261251839002	Block Group 2, Census Tract 1839, Oakland County, Michigan	40.20%
261251839003	Block Group 3, Census Tract 1839, Oakland County, Michigan	21.70%
261251840001	Block Group 1, Census Tract 1840, Oakland County, Michigan	15.00%
261251840002	Block Group 2, Census Tract 1840, Oakland County, Michigan	11.60%
261251840003	Block Group 3, Census Tract 1840, Oakland County, Michigan	29.50%
261251841001	Block Group 1, Census Tract 1841, Oakland County, Michigan	19.40%
261251841002	Block Group 2, Census Tract 1841, Oakland County, Michigan	26.50%
261251842001	Block Group 1, Census Tract 1842, Oakland County, Michigan	11.20%
261251842002	Block Group 2, Census Tract 1842, Oakland County, Michigan	2.20%
261251842003	Block Group 3, Census Tract 1842, Oakland County, Michigan	18.90%
261251842004	Block Group 4, Census Tract 1842, Oakland County, Michigan	27.20%
261251843001	Block Group 1, Census Tract 1843, Oakland County, Michigan	23.50%
261251843002	Block Group 2, Census Tract 1843, Oakland County, Michigan	15.60%
261251844001	Block Group 1, Census Tract 1844, Oakland County, Michigan	34.90%
261251844002	Block Group 2, Census Tract 1844, Oakland County, Michigan	27.80%
261251845001	Block Group 1, Census Tract 1845, Oakland County, Michigan	21.50%
261251845002	Block Group 2, Census Tract 1845, Oakland County, Michigan	20.30%
261251846001	Block Group 1, Census Tract 1846, Oakland County, Michigan	22.00%
261251846002	Block Group 2, Census Tract 1846, Oakland County, Michigan	23.20%
261251847001	Block Group 1, Census Tract 1847, Oakland County, Michigan	27.70%





**MEMORANDUM**

DATE: August 22, 2024  
TO: Rehabilitation Board of Appeals  
FROM: Planning Division

**SUBJECT: Regular Meeting Schedule & Religious Holidays for 2025**

The city commission’s established policy on scheduling meetings and conflicts with religious holidays requires that “...all departments must make every effort to schedule meetings on days or evenings that will not interfere with major religious holidays.”

The board’s adopted rules of procedure establish its regular meeting on the fourth Tuesday of each month at 7:00 p.m. Lists of religious holidays for next year can be found via organizations such as those listed below:

- <https://www.timeanddate.com/holidays/us/2025>
- [www.adl.org/education/resources/tools-and-strategies/calendar-of-observances](http://www.adl.org/education/resources/tools-and-strategies/calendar-of-observances)

The planning division reviewed the regularly scheduled meeting dates for 2025 and found the following possible conflicts with national and religious holidays.

- September 23, 2025 – (Judaism) second day of Rosh Hashana
- November 25, 2025 - (Bahá’í) Day of the Covenant

The board may wish to adopt the following resolution:

**Be it resolved**, that the Royal Oak Rehabilitation Board of Appeals, after reviewing the materials presented and weighing its options and with all due respect to the various religious affiliations, approves the following meeting schedule for calendar year 2025 or as may be amended in the future.

January 28, 2025
February 25, 2025
March 25, 2025
April 22, 2025
May 27, 2025
June 24, 2025
July 22, 2025
August 26, 2025
September 23, 2025
October 28, 2025
November 25, 2025
December 23, 2025



**MEMORANDUM**

**DATE:** August 22, 2024  
**TO:** Rehabilitation Board of Appeals  
**FROM:** Planning Division  
**SUBJECT: Tentative Schedule**

Below is an outline of the estimated timeframe and course of action to complete the current program year (PY2024: July 1, 2024 – June 30, 2025) & prepare for the next program year (PY2025: July 1, 2025 – June 30, 2026).

DATE	RESPONSIBLE PARTY	ACTION
Sept 24, 2024 7:00 pm mtg	Rehab Board	public hearing to identify community needs related to developing the PY2025 annual action plan
late October 2024	staff	distribute applications for financial assistance
October 22, 2024 7:00 pm mtg	Rehab Board	regularly scheduled meeting
November 26, 2024 7:00 pm mtg	Rehab Board	regularly scheduled meeting
December 17, 2024 7:00 pm mtg	Rehab Board	regularly scheduled meeting
January 28, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
January 31, 2025	staff	applications for financial assistance due
early Feb 2025	HUD	HUD to release funding amount for PY2025
	staff	communicate w/ applicants re: status of review process
Feb 25, 2025 7:00 pm mtg	Rehab Board	commence review applications for financial assistance
March 25, 2025 7:00 pm mtg	Rehab Board	continue its review of applications & forward a recommendation to city commission
late March 2025	staff	publish notice: start of 30-day comment period
April 2025	City Commission	approval of PY2025 annual action plan: CDBG-funded activities & funding levels
	staff	prepare, publish and submit required documentation for environmental and historic approval of PY2025 activities including release of funds
April 22, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
May 15, 2025	staff	deadline to submit PY2025 annual action plan to HUD
late May 2025	staff	prepare subrecipient award letters, required forms and documentation
May 27, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
June 2025		receive HUD approval of the annual action plan & release of funds
mid-June 2025	staff	send subrecipients award letters, required forms, documentation and agreements
June 24, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
June 30, 2025		end of PY2024
July 1, 2025		start of PY2025

July 22, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
August 26, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
September 23, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
September 30, 2025	staff	deadline to submit PY2025 CAPER (year-end report) to HUD
October 28, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
November 25, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting
December 23, 2025 7:00 pm mtg	Rehab Board	regularly scheduled meeting

Rehabilitation Board of Appeals meetings continue to be held in-person at the City of Royal Oak, City Hall, 203 S. Troy Street, Royal Oak, MI 48067 at 7:00pm. Royal Oak City Commission meetings continue to be held in-person at City of Royal Oak, City Hall, City Commission Chambers, first floor, 203 S. Troy Street, Royal Oak, MI 48067 at 7:30pm.

It is not necessary for the board to take any action regarding the tentative schedule.

