



## **Affordable Housing Committee Meeting**

**Thursday, January 04, 2024 at 10:00 AM**

**Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers, 20  
Bridge Street, Bluffton, SC**

### **AGENDA**

This meeting can be viewed live on [Beaufort County Channel](#), on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ADOPTION OF THE AGENDA**

**IV. ADOPTION OF MINUTES**

[1.](#) November 9, 2023 Minutes

**V. PUBLIC COMMENT**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

[1.](#) FY 2024 Neighborhood Assistance Program Budget Update

**VIII. DISCUSSION**

**IX. ADJOURNMENT**

**NEXT MEETING DATE: Thursday February 1, 2024**

*“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”*

*In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or [adacoordinator@townofbluffton.com](mailto:adacoordinator@townofbluffton.com) as soon as possible but no later than 48 hours before the scheduled event.*

*Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.*

*\*Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

*<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>*

*Public comment is limited to 3 minutes per speaker.*

## Affordable Housing Committee Meeting

**November 9, 2023, Minutes**

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### **I. CALL TO ORDER**

Chairman Fred Hamilton called the meeting to order at 10:00 am.

### **II. ROLL CALL**

#### **PRESENT**

Town Councilman/Chairman Fred Hamilton

Town Councilman/Commissioner Dan Wood

Commissioner Grace Staples

Commissioner Doug Magill

Commissioner Denolis Polite arrived at 10:02

Commissioner Meg James arrives at 10:04

Stephen Steese, Town Manager arrived at 10:45

Kevin Icard, Director of Growth Management

Victoria Smalls, Workforce and Affordable Housing Manager

Charlotte Moore, Principal Planner

#### **ABSENT**

Commissioner Gwen Chambers

### **III. ADOPTION OF THE AGENDA**

Motion for adoption made by Commissioner Wood, Seconded by Commissioner Magill.

Voting Yes: Chairman Hamilton, Commissioner Staples

### **IV. ADOPTION OF MINUTES**

Adoption of October 5, 2023, minutes.

Motion made by Commissioner Magill to approve, Seconded by Commissioner Staples.

Voting Yea: Chairman Hamilton, Commissioner Wood

### **V. OLD BUSINESS**

There was no old business.

### **VI. NEW BUSINESS**

### 1. Neighborhood Assistance Program Budget Update

The budget for Fiscal Year 2024 Neighborhood Assistance Budget has been approved at \$290,000.

To date, 13 homes have been serviced for repairs, such as roofing and interior repairs totaling \$147,316.52. Six homes have been serviced for septic pump out, totaling \$2,400, and one home for tree service totaling \$5,500.

As of November 2, 2023, 21 homes have been serviced through the Neighborhood Assistance Program.

Eight homes are waiting on estimates.

### 2. 2024 Meeting Dates

Commissioner Magill made a motion to approve the 2024 Affordable Housing Committee Meeting dates, Commissioner Staples seconded.

Voting Yes: Chairman Hamilton, Commissioner Polite and Commissioner James.

## VII. DISCUSSION

1. 1095 May River Road Update
2. Affordable Housing Project

## VIII. PUBLIC COMMENT

## IX. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 10:53 am.



## MEMORANDUM

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TO: Affordable Housing Committee

FROM: Victoria Smalls, Workforce and Affordable Housing Manager

CC: Heather Colin, AICP, Assistant Town Manager  
Kevin Icard, AICP, Director of Growth Management  
Charlotte Moore, AICP, Principal Planner

RE: Neighborhood Assistance Program Budget Update

DATE: November 9, 2023

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The budget for Fiscal Year 2024 Neighborhood Assistance Budget is \$290,000.

To date, 18 homes have been serviced for repairs such as roofing and interior, repairs totaling \$198,956. Eight homes have been serviced for septic pump out, totaling \$3,666, and two homes for tree service totaling \$6,180.

As of December 28, 2023, 28 homes have been serviced through the Neighborhood Assistance Program.

ATTACHMENTS:  
Attachment 1: Program Budget Update

Town of Bluffton  
 Growth Management Department  
 Planning & Community Development Division  
 Affordable Housing Committee Budget Status  
 Neighborhood Assistance Program & Approved

Task	Approved Budget	Transfer In/Out	Updated Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
<b>Home Repair/Rehabilitation</b>							
a. Home Repair	\$255,000			\$198,956	<b>\$32,389</b>	\$23,655	18
<b>Property Maintenance</b>							
a. Abatement/Demolition of Unsafe Structures	\$6,000			\$0		\$6,000	
b. Property Clean Up	\$7,000	(\$3,000)	\$4,000	\$0		\$4,000	
c. Septic Pumpout	\$3,000	*\$3,000	\$6,000	\$3,666	<b>\$800</b>	\$1,534	8
d. Private Road Repair for Emergency Access	\$8,000			\$0.00		\$8,000	
e. E-911 Addressing	\$1,000			\$0.00		\$1,000	
f. Tree Mitigation	\$11,000			\$6,180		\$4,820	2
<b>Total</b>	<b>\$291,000.00</b>			<b>\$208,802</b>	<b>\$33,189</b>	<b>\$49,009</b>	<b>28</b>

As of December 28, 2023

\* Septic Pumpout received a budget transfer on November 7, 2023 in the amount of \$3,000 from Property Clean Up