



Affordable Housing Committee Meeting

Thursday, February 01, 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 [BCTV](#), 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.](#) January 4, 2024

V. OLD BUSINESS

VI. NEW BUSINESS

[1.](#) FY2024 Neighborhood Assistance Program Budget Update

[2.](#) FY2025 Proposed Budget

VII. DISCUSSION

1. Affordable Housing Developer, Brandon Chrostowski, Edwin's Leadership

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

NEXT MEETING DATE: Thursday, March 7, 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 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

January 4, 2024, Minutes

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 Gwen Chambers

Victoria Smalls, Workforce and Affordable Housing Manager

Charlotte Moore, Principal Planner

ABSENT

Commissioner Denolis Polite

Commissioner Meg James

III. ADOPTION OF THE AGENDA

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

Voting Yea: Chairman Hamilton, Commissioners Staples & Magill.

IV. ADOPTION OF MINUTES

Adoption of November 9, 2023, minutes.

Motion for adoption made by Commissioner Chambers, Seconded by Commissioner Staples.

Voting Yea: Chairman Hamilton, Commissioners Wood & Magill.

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, 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.

On November 7, 2023, a budget transfer was made. \$3,000 was transferred from Property Clean Up to Septic Pump Out; after the transfer, Property Clean Up has a budget of \$4,000 and Septic Pump Out has \$1,534 as of the date of this report.

Commissioner Magill asked how many potential candidates remain for repair services. Smalls answered that there is no answer to that question, and that the program has been successful because of word of mouth and the hands-on approach. Many people did not know about the program.

Commissioner Magill asked how many homes remain on septic. Chairman Hamilton mentioned that Buck Island & Simmonsville Roads are currently being connected to sewer. Commissioner Wood stated that Old Town Bluffton still has 180 homes that need to be connected.

Staff Smalls asked the committee for any recommendations for speakers for future meetings. Commissioner Magill mentioned that he may possibly have a speaker for the February 1, 2024, meeting. Chairman Hamilton stated that the presenter would be welcomed to be a guest.

Commissioner Magill gave a quick bio about the potential speaker for next month's meeting.

Commissioner Staples gave an update on the USDA Loan approval progress of a potential homeowner who has been attending our AHC meetings for the past year.

Chairman Hamilton mentioned connecting with contractors that the Town hires for home repairs and how we might get them more involved with our program. Chairman Hamilton and Staff Smalls will meet to come up with a plan.

VII. DISCUSSION

1.1095 May River Road Update – We are still waiting for BJWSA, SCDOT and OCRM permits. Calls are already coming in asking about applications and more information on the 12 townhomes that will be built.

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 10:20 am.



MEMORANDUM

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: February 1, 2024

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 \$246,220. Eight homes have been serviced for septic pump out, totaling \$4,866, and two homes for tree service totaling \$6,180.

As of January 25, 2024, 28 homes have been serviced through the Neighborhood Assistance Program. Our program has a balance of \$32,733.

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

Attachment 1

Task	Approved Budget	Transfer In/Out	Updated Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation							
a. Home Repair	\$255,000			\$246,220		\$8,780	18
Property Maintenance							
a. Abatement/Demolition of Unsafe Structures	\$6,000			\$0		\$6,000	
b. Property Clean Up	\$10,000	(\$7,000)	\$3,000	\$0		\$3,000	
c. Septic Pumpout	\$3,000	*\$3,000	\$6,000	\$4,866		\$1,134	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
Total	\$294,000.00			\$257,266	\$0	\$32,734	28

As of January 25, 2024



MEMORANDUM

TO: Affordable Housing Committee
FROM: Victoria Smalls, Workforce & Affordable Housing Manager
CC: Heather Colin, AICP, Assistant Town Manager
Kevin P. Icard, AICP, Director of Growth Management
Charlotte Moore, AICP, Principal Planner
SUBJECT: FY 2025 Proposed Budget
DATE: February 1, 2024

BACKGROUND

The Neighborhood Assistance Program was created to assist low-to-moderate income residents of Bluffton with property repairs and improvements that will help to increase the quality of life for all residents while creating a safer, more vibrant community that retains its character and provides for quality affordable housing.

For FY24, the total program budget was \$290,000. To date, 28 households have been assisted and a total of \$257,266 has been spent. Because of increased requests for assistance as well as increased costs, Town Staff proposes a total budget of \$400,000 for FY25 to be allocated as follows:

\$350,000 for home repairs
\$10,000 for abatement/demolition of unsafe structures
\$10,000 for property clean-up
\$10,000 for septic pump-out
\$3,000 for private road repair
\$2,000 for E-911 addressing
\$15,000 for tree mitigation

RECOMMENDATION

Town Staff requests that the Affordable Housing Committee provide a recommendation to Town Council for the Neighborhood Assistance Program FY 2025 budget.

The Affordable Housing Committee has the authority to take the following actions:

- Recommend approval of the budget as presented; or
- Recommend approval of the budget with modifications.

Attachments:

1. AHC Workplan Draft

Town of Bluffton
 Growth Management Department
 Planning & Community Development Division

Affordable Housing Committee Budget Plan
 Neighborhood Assistance Program & Draft Budget FY25

Attachment 1

Task	Draft Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation					
a. Home Repair	\$350,000				
Property Maintenance					
a. Abatement/Demolition of Unsafe Structures	\$10,000				
b. Property Clean Up	\$10,000				
c. Septic Pumpout	\$10,000				
d. Private Road Repair for Emergency Access	\$3,000				
e. E-911 Addressing	\$2,000				
e. Tree Mitigation	\$15,000				
DRAFT BUDGET	\$ 400,000.00				

Draft submitted on February 1, 2024