



Affordable Housing Committee Meeting

Thursday, February 02, 2023 at 10:00 AM

Henry "Emmett" McCracken Jr., Town Council Chambers

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. January 5, 2023

V. OLD BUSINESS

VI. NEW BUSINESS

1. FY23 Neighborhood Assistance Program Budget

VII. PUBLIC COMMENTS

VIII. DISCUSSION

1. 1095 May River Road Update, Stephen Steese, Town Manager

IX. ADJOURNMENT

"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. 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.

**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. Public comment must not exceed three (3) minutes.*

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

Affordable Housing Committee Meeting

January 5, 2023, Minutes

I. CALL TO ORDER

Chairman Fred Hamilton called the meeting to order at 10:01 am.

II. ROLL CALL

PRESENT

Town Councilman/Chairman Fred Hamilton

Town Councilman/Commissioner Dan Wood

Commissioner Grace Staples

Commissioner Meg James

Commissioner Denolis Polite

Victoria Smalls, Community Development Coordinator

Charlotte Moore, Principal Planner

ABSENT

Commissioner Gwen Chambers

III. ADOPTION OF THE AGENDA

Motion for adoption made by Commissioner Staples Seconded by Commissioner James.

Voting Yea: Chairman Hamilton, Commissioner Wood, Commissioner Polite.

IV. ADOPTION OF MINUTES

December 1, 2022

Motion made by Commissioner Wood, Seconded by Commissioner Staples.

Voting Yea: Chairman Hamilton, Commissioner James, Commissioner Polite.

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

1. Neighborhood Assistance Program Budget Update

The adopted budget for the FY23 Neighborhood Assistance Program is \$190,000.00.

As of December 21, 2022, 25 homes have been serviced for repairs such as roofing, wet and damaged floors and septic pump out totaling \$111,263.

For the Home Repair program, \$105,500 has been spent and \$36,033 has been encumbered for a total of \$141,533 of a \$150,000 budget and \$8,467 remains.

For the Property Cleanup and Septic Pump Out, \$4,633 has been spent and \$337 of a \$5,000 budget remains.

To date, five applications have been approved for repairs and are waiting on estimates. Two applications have been turned in and have not yet been approved by LCOG.

The committee made a recommendation to Town Council to amend the current FY spending by \$200,000. Town Council will review the request during the February meeting.

Committee member Wood asked what was the main method that residents are hearing about the program. Staff member Smalls answered that word of mouth, our local churches, our local soup kitchen, Bluffton Self Help and Goodwill have all been a big help in getting the word out. Chairman Hamilton asked if there was anything the committee could do to support staff. Staff member Smalls answered no, just to make sure that Town Council votes to amend the current budget. She added that staff is always looking for qualified contractors.

2. FY24 Neighborhood Assistance Program Budget Draft Recommendations to Town Council

Town staff is asking for a proposed budget of \$295,000 for the upcoming fiscal year 2024.

Staff is asking for an additional \$100,000 for home repairs totaling \$250,000, an additional \$5,000 for property clean and septic pump out totaling \$10,000.

Abatement/Demolition of unsafe structures will remain at \$15,000,

private road repair will remain at \$9,000

E911 addressing will remain at \$1,000 and

tree mitigation will remain at \$10,000.

Committee member Wood asked if Town grants are taking care of septic tanks that need to be cleaned out.

Staff answered that septic systems are being serviced through the Neighborhood Assistance Program. For residents that are requesting to tie into the sewer systems, Town grants are being used for that purpose through the engineering department.

Committee member Staples asked if a resident is not tied into the sewer system, can they seek help through the Town by filling out an application.

Chairman Hamilton answered yes, through the Town's grant program; if they qualify, the resident will receive assistance to get tied in.

Committee member Staples made a recommendation to accept the FY2024 budget as submitted. Committee member James second the motion and the motion passed.

VII. PUBLIC COMMENTS

Senator Tom Davis – South Carolina Legislator District 46, Beaufort & Jasper Counties
Senator Davis currently lives in Beaufort and is building a home in Bluffton. Senator Davis stated that he sees an opportunity to get an appropriation in the state budget for the Regional Housing Trust Fund. Senator Davis said he is aware of the need for workforce and affordable housing, and he also realizes the rent is out of sight.

Shannon Green – Works in Bluffton

Ms. Green stated that she works in Bluffton and would like to live in Bluffton. She wanted to find out if the mission of the board included addressing the price of apartment living.

Chairman Hamilton answered yes, our focus is to try to bring affordable housing to Bluffton. There are many ideas that we are working on right now.

VIII. DISCUSSION**IX. ADJOURNMENT**

Chairman Hamilton adjourned the meeting at 10:27 am.



MEMORANDUM

TO: Affordable Housing Committee

FROM: Victoria Smalls, Community Development Coordinator

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 2, 2023

The adopted budget for the FY23 Neighborhood Assistance Program is \$190,000.00.

As of January 26, 2023, a total of 39 homes have been serviced for home repairs such as roofing, wet and damaged floors and septic pump out totaling \$173,996.

For the Home Repair program, \$161,533 has been spent. On January 10, 2023, \$20,000 was placed into the affordable housing account for contingency. One invoice is waiting to be processed for \$355, once paid the available budget will be \$8,112.

For property cleanup and septic pump out, the line item has been exceeded by \$1,263. This shortfall will be covered by funds from the abatement/demolition line item. If Council approves additional funding at the February and March Town Council meetings funds for both line items will be restored.

To date, seven applications have been approved for repairs and are waiting on estimates. Five applications have been turned in and have not yet been income verified by Lowcountry Council of Governments.

ATTACHMENTS:
Attachment 1: FY23 Budget Plan Update

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

Task	Adopted Budget	Budget Addition Post Adoption	Invoices Paid	Encumbrances	Spent & Encumbered	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation							
a. Home Repair	\$150,000	\$20,000	\$161,533	\$355	\$161,888	\$8,112	22
Property Maintenance					0		
a. Abatement/Demolition of Unsafe Structures	\$15,000			\$350	\$350	\$14,650	
b. Property Clean Up/Septic Pumpout	\$5,000		\$5,463	\$800	\$6,263	(\$1,263)	13
c. Private Road Repair for Emergency Access	\$9,000				0	\$9,000	
d. E-911 Addressing	\$1,000				0	\$1,000	
e. Tree Mitigation	\$10,000		\$7,000		\$7,000	\$3,000	4
BUDGET	\$190,000.00	\$20,000	\$173,996	\$1,505	\$175,501	\$34,499	39

As of January 26, 2023