



Affordable Housing Committee Meeting

Thursday, June 06, 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 MINUTES

1. May 2, 2024

IV. OLD BUSINESS

V. NEW BUSINESS

1. FY2024 Neighborhood Assistance Budget Update

VI. DISCUSSION

1. Palmetto Community Developers, Joseph Dukes, Founder & Chief
2. Town of Bluffton Employee Homebuyers Assistance, Stephen Steese, Town Manager

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, July 11, 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

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

May 02, 2024

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Spectrum Channel 1304.

I. CALL TO ORDER

The meeting was called to order by Chairman Hamilton at 10:03am.

II. ROLL CALL

PRESENT

Chair Fred Hamilton

Committee Member Gwen Chambers

Committee Member Meg James, in at 10:03

Committee Member Denolis Polite, in at 10:13

Committee Member Grace Staples

ABSENT

Council Member Dan Wood

Committee Member Doug Magill

III. ADOPTION OF MINUTES

1. April 11, 2024

Motion made by Committee Member Staples, Seconded by Committee Member James.

Voting Yea: Chair Hamilton, Committee Member James

IV. PUBLIC COMMENT

None

V. OLD BUSINESS

None

VI. NEW BUSINESS

1. FY2024 Neighborhood Assistance Program Budget Update

The budget for Fiscal Year 2024 Neighborhood Assistance Program was adopted at \$290,000. As of February 14, the updated budget is \$304,000.

To date, 17 homes have been serviced for home repairs such as roofing and interior repairs totaling \$259,402. Twenty-three homes have been serviced for septic pump outs, totaling \$8,357, and two homes for tree service totaling \$6,180.

As of April 25, 2024, 42 homes have been serviced through the Neighborhood Assistance Program. Collectively, the program has a current balance of \$15,661.

Since our last meeting held in April, we have serviced two septic systems.

Staff member Smalls let the committee know that the Town was approved for a home repair grant offered by the Beaufort Jasper Housing Trust. The approved amount has not been disclosed yet, but we are excited to be able to increase our budget for the 2025 fiscal year.

Staff member Smalls mentioned that she completed the third round of smoke alarm installations with the Bluffton Fire District and 24 alarms were either installed or batteries were replaced.

Committee member Staples asked if the University of South Carolina Beaufort was a part of the Bluffton service area. Staff answered it is not.

Chairman Hamilton asked Staff Icard about private landowners who would like to use their land to build affordable housing and how could the Town make our incentive package more welcoming.

Staff Icard answered that the next step would be for the Affordable Housing Committee to request Town Council to look into additional incentive options. Town Council would then speak with the Town Manager, options would then be discussed, and staff would come up with a proposal.

Chairman Hamilton asked Staff member Smalls about garbage bin usage. Smalls let the committee know that the program will be working with Capital Waste Services in the upcoming fiscal year.

VII. DISCUSSION

1. Coastal Community Development Corporation, Alan Wolf

Mr. Wolf is the Director of Coastal Community Development Corporation.

CCDC, is a non-profit agency working to address the shortage of affordable housing across Beaufort & Jasper counties. Their mission statement is to increase the availability of homes for our local and regional workforce by preserving, redeveloping, and developing new property while serving working residents.

The non-profit serves residents with an area median income between 50% and 120%.

Chairman Hamilton thanked Mr. Wolf for his time and presentation.

Committee Member Polite asked Mr. Wolfe how many units does the CCDC currently have. Mr. Wolfe answered seven in Hilton Head, one -1 bedroom and six - 2 bedrooms. Polite also asked Mr. Wolfe how his agency would work with landowners. Mr. Wolfe answered that they are looking for landowners willing to agree to a land lease if they have at least an acre of undeveloped land.

Staff Kevin Icard gave an update on the ATAX funding approval process. The document will be going to the May Planning Commission this month for public hearing and recommendation and then it will come in front of Town Council for first reading in June and second and final

reading in July. The annual funding is approximately \$150,000 of tax funding that would be available for workforce housing.

VIII. ADJOURNMENT

The meeting was adjourned at 10:45.

DRAFT



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: June 6, 2024

The budget for Fiscal Year 2024 Neighborhood Assistance Program was adopted at \$290,000. As of February 14, the updated budget is \$304,000.

To date, 17 homes have been serviced for home repairs such as roofing and interior repairs totaling \$259,402. Twenty-two homes have been serviced for septic pump outs, totaling \$8,757, and four homes for tree service totaling \$7,780.

As of May 30, 2024, 43 homes have been serviced through the Neighborhood Assistance Program. Collectively, the program has a current balance of \$14,061.

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 | \$250,000 | \$19,000 | \$269,000 | \$259,402 | | \$9,598 | 17 |
| Property Maintenance | | | | | | | |
| a. Abatement/Demolition of Unsafe Structures | \$15,000 | (\$14,000) | \$1,000 | \$0 | | \$1,000 | |
| b. Property Clean Up | \$10,000 | (\$10,000) | \$0 | \$0 | | \$0 | |
| c. Septic Pumpout | \$9,000 | | \$9,000 | \$8,357 | \$400 | \$243 | 22 |
| d. Private Road Repair for Emergency Access | \$8,000 | (\$7,500) | \$500 | \$0.00 | | \$500 | |
| e. E-911 Addressing | \$1,000 | (\$1,000) | \$0 | \$0.00 | | \$0 | |
| f. Tree Mitigation | \$11,000 | (\$500) | \$10,500 | \$7,780 | | \$2,720 | 4 |
| Total | \$304,000.00 | | | \$275,539 | | \$14,061 | 43 |

As of May 30, 2024