



Affordable Housing Committee Meeting

Thursday, January 09, 2025 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 MINUTES

[1.](#) December 5, 2024

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

[1.](#) FY25 Neighborhood Assistance Program Budget Update

[2.](#) Proposed FY26 Neighborhood Assistance Program Budget Update

VII. DISCUSSION

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, February 6, 2025

“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

December 05, 2024

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

The meeting was called to order at 10:04 am.

II. ROLL CALL

PRESENT

Chair Fred Hamilton

Council Member Emily Burden

Committee Member Gwen Chambers

Committee Member Meg James

Committee Member Grace Staples

Committee Member Doug Magill

ABSENT

Committee Member Denolis Polite

III. ADOPTION OF MINUTES

1. November 7, 2024

A motion was made by Committee Member Magill to approve November 7, 2024, minutes. The motion was seconded by Committee member Chambers.

Voting Yea: Chair Hamilton, Council Member Burden, Committee Member James, Committee Member Staples

IV. PUBLIC COMMENT

Shannon Greene, Town of Bluffton Staff

Shannon gave an update on her battle and joy of becoming a homeowner.

V. OLD BUSINESS

No Old Business

VI. NEW BUSINESS

1. FY2025 Neighborhood Assistance Program Budget Update

The budget for the Neighborhood Assistance Program for FY 2025 has been approved at \$400,000 by Town Council. An additional \$144,000 was added to the budget by a grant awarded to the program by Beaufort Jasper Housing Trust on August 22. That brings the 2025 fiscal year budget to \$544,000. Nineteen homes have received home repairs at a total of \$138,946.53. Six homes have been serviced for septic pump outs or plumbing services at a total of \$3,224. One home has been serviced for tree service at a total of \$200.00

One home is currently being serviced for repairs. Town Building Safety and Victoria Smalls inspected four homes this week for repairs and estimates have been requested.

Smalls let the committee know that the award from the BJHTF will be distributed in installments; the first \$50,000 has already been deposited and the Town will receive funds quarterly.

Committee Member Magill asked who puts in the estimates for jobs.

Staff answered that contractors are contacted and are asked to visit the homes and base their estimate from Building Safety's repair findings.

VII. DISCUSSION

1. Forino Construction, Roger Bright, Director of Business Development

Roger Bright gave the committee an overview of how he started building affordable housing developments and his role with Forino Construction.

Committee member James asked Mr. Bright if his team would be willing to build affordable housing in Bluffton. Mr. Bright answered yes.

Committee member Burden asked who paid for the infrastructure and site work for the Harvey Place Project? Forino Construction paid the cost for the site and infrastructure.

Burden also asked if there is a minimum size of project that the team would be willing to work on.

Bright answered that yes, there would but he can't say without seeing the project idea.

Committee member Magill asked Mr. Bright where Forino headquarters are located. He responded that their headquarters are in Pennsylvania, South Carolina and Georgia.

2. Amanda Jackson Denmark, Pearce Scott Architects

Amanda gave a report on a local property owner who is building affordable housing. Denmark and the property owner have been working for over a year on the project and it is located at 97 Goethe Road. There will be three units on the property. These home will be rentals.

3. Heather Colin, Assistant Town Manager

Colin gave an overview of a new platform called ClearGov. This platform allows Council to see staff's updates to the Strategic Plan that Council has approved. Documents and plans can be viewed, and you can see who is working on what and how far the project is.

VIII. ADJOURNMENT

The meeting was adjourned at 11:15 am.

IX. NEXT MEETING DATE: Thursday, January 9, 2025



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: January 9, 2025

The budget for the Neighborhood Assistance Program for FY 2025 has been approved at \$400,000 by Town Council. An additional \$144,000 was added to the budget by a grant awarded to the program by Beaufort Jasper Housing Trust on August 22. That brings the 2025 fiscal year budget to \$544,000.

Twenty-four homes have received home repairs at a total of \$171,401.53.

Six homes have been serviced for septic pump outs or plumbing services at a total of \$3,224.

One home has been serviced for tree service at a total of \$200.00

Currently three homes are being repaired and one home is waiting for estimates to be submitted.

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 Budget

Task	Approved Budget	Invoices Paid	Encumbrances	Requistions	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation						
a. Home Repair	\$494,000	\$171,402	\$14,050	\$27,780	\$280,768	24
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000					
b. Property Clean Up	\$10,000					
c. Septic Pumpout	\$10,000	\$3,224			\$6,776	6
d. Private Road Repair for Emergency Access	\$3,000					
e. E-911 Addressing	\$2,000					
f. Tree Mitigation	\$15,000	\$200		\$250	\$14,550	1
Total	\$544,000.00	\$174,826	\$14,050	\$28,030	\$327,094	31

As of December 31, 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 2026 Proposed Budget
DATE: January 9, 2025

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 affordable quality housing.

For FY25, the total program budget was approved at \$400,000. To date, 31 households have been assisted and a total of \$216,905.53 has been spent. Staff is recommending the proposed 2026 budget as listed below.

\$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 2026 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 FY26

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 December 31, 2024