



## Affordable Housing Committee Meeting

Thursday, November 07, 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.

September 5, 2024

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ADOPTION OF MINUTES**

1. September 5, 2024

**IV. PUBLIC COMMENT**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

1. FY2025 Neighborhood Assistance Program Budget Update  
2. Adoption of 2025 Affordable Housing Meeting Dates

**VII. DISCUSSION**

1. Habitat for Humanity of the Lowcountry, Brenda Dooley, CEO

**VIII. ADJOURNMENT**

**NEXT MEETING DATE: Thursday, December 5, 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

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

September 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 by Chairman Hamilton at 10:01 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

July 11, 2024

Motion made by Committee Member Magill, Seconded by Committee Member Chambers.  
Voting Yea: Chair Hamilton, Council Member Burden, Committee Member Staples

### IV. PUBLIC COMMENT

No Public Comment

### 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 \$544,000.00.

Eleven homes have received home repairs at a total of \$91,192.

Four homes have been serviced for septic pump out or plumbing services at a total of \$2,674.

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

Five homes are in the queue to have contractors visit for estimates. Those repairs consist of roofing, flooring, tree service and bathroom repairs.

Staff member Smalls let the committee know that the Bluffton Fire Department will undertake a "Smoke Alarm Blitz" along with Red Cross of America in the Brendan Woods community on Saturday, October 12. The committee is encouraged to volunteer. Town staff will also be notified of the volunteer opportunity as well.

## VII. DISCUSSION

### 1. Incentive Workshop Follow-up

Staff member Smalls let the committee know that the information shared at the August Workshop is being discussed and compiled together for further research.

Committee member Chambers suggested reaching out to Habitat of the Lowcountry to see what their latest projects are and to see what they have coming out.

Chairman Hamilton asked that once staff has finished compiling notes from the workshop that the notes be sent out to the committee.

Smalls let the committee know that she has reached out to Lowes, Graco and Home Depot to inquire about possibly working together to secure home repair materials.

## VIII. ADJOURNMENT

The meeting was adjourned at 10:17am.

## IX. NEXT MEETING DATE: Thursday, October 3, 2024



## 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 7, 2024

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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 \$115,991.53.

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

Five homes are currently being serviced for repairs and/or waiting on estimates to be submitted. Three homes will be visited by Town Building Safety to inspect home repair requests in the next week.

On Saturday, October 12 the Bluffton Township Fire District hosted a smoke alarm blitz in the Brendan Woods Community. Staff Smalls represented the AHC. One hundred & fourteen, ten-year smoke alarms were placed in 33 homes. This was a successful event, all organizations involved are looking forward to working together again.

**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	Available Budget	# of Homes Assisted
<b>Home Repair/Rehabilitation</b>					
a. Home Repair	\$494,000	\$115,992	\$9,000	\$369,008	19
<b>Property Maintenance</b>					
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		\$14,800	1
<b>Total</b>	<b>\$544,000.00</b>	<b>\$119,416</b>		<b>\$424,584</b>	<b>26</b>

As of October 31, 2024



## TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE 2025 Meeting Schedule

MEETING DATES
*January 9, 2025
February 6, 2025
March 6, 2025
April 3, 2025
May 1, 2025
June 5, 2025
*July 10, 2025
August 7, 2025
September 4, 2025
October 2, 2025
November 6, 2025
December 4, 2025

**REGULAR MEETINGS ARE HELD THE 1<sup>st</sup> THURSDAY OF EACH MONTH AT 10:00 A.M.**

**\*The meeting date of January 2nd will be held one week later due to the New Year's Day Holiday.**

**\* The meeting date of July 3rd will be held one week later due to Independence Day Holiday.**

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

**Please Note:** Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.