



Affordable Housing Committee Meeting

Thursday, March 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.](#) February 2, 2023

V. OLD BUSINESS

VI. NEW BUSINESS

1. Introduction of new committee member

[2.](#) FY23 Neighborhood Assistance Program Budget Update

VII. PUBLIC COMMENTS

VIII. DISCUSSION

1. 1095 May River Road Update

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.”

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**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

February 2, 2023, Minutes

I. CALL TO ORDER

Chairman Fred Hamilton called the meeting to order at 10:06 am.

II. ROLL CALL

PRESENT

Town Councilman/Chairman Fred Hamilton
Commissioner Grace Staples
Commissioner Meg James
Commissioner Denolis Polite arrived at 10:07
Stephen Steese, Town Manager
Kevin Icard, Director of Growth Management
Victoria Smalls, Community Development Coordinator
Charlotte Moore, Principal Planner

ABSENT

Commissioner Gwen Chambers
Town Councilman/Commissioner Dan Wood

III. ADOPTION OF THE AGENDA

Motion for adoption made by Commissioner Polite, Seconded by Commissioner Staples

Voting Yea: Chairman Hamilton, Commissioner James.

IV. ADOPTION OF MINUTES

January 5, 2023

Motion made by Commissioner James, Seconded by Commissioner Staples.

Voting Yea: Chairman Hamilton, 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 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 home repair 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 (LCOG).

VII. PUBLIC COMMENTS

Shannon Green – Works in Bluffton

A month since she last spoke at AHC meeting, still very few apartments available. One complex went up \$100 in that time. Ms. Green made a suggestion of providing a list of complexes that offer affordable housing. Staples asked if she had reached out to private owners; Green responded that she had viewed Craig's List and had contacted some vacation rental owners. Staples suggested looking at Next Door. Hamilton said that sharing her experiences was important and mentioned things that Town was doing to try to improve housing. Polite added that having partnerships is necessary.

VIII. DISCUSSION

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

Stephen Steese: Spoke about the 1095 May River Road project. He stated that questions have come up about maintenance of public spaces, such as roads and ponds. Typically an HOA covers all or some of these items, which may not be feasible for an affordable housing development if additional fees are added. The initial design of the project was shown and several people representing the building, landscape and architecture firms were introduced. Dan Keefer, who is doing the land design; Pearce Scott and Amanda Denmark, who are the architects; and Matt Lyle, who represents State of Mind Builders. Steese said the goal is for an owner-occupied community. The concern is whether the Town should take over roads, lagoons, greenspaces and sidewalks to assist with the affordability, and should affordability be extended for a longer time—possibly 40 years. Steese seeks input from AHC on both.

Committee member Polite: If a POA makes it unaffordable, there is no discussion. Asked if term of affordability can change—if it was 40 years, can it change to 30? Town Manager Steese said no, covenants would be recorded. Prefers to see affordability extended.

Committee member James: Asked who would verify qualifications. Town Manager Steese said builder and LCOG.

Committee member Staples: Mentioned living in Reston, VA and affordable housing complex where families grew up...now that covenants are running out, people are being forced out.

Town Manager Steese: Trying to balance public vs. private development.

Committee member James: Asked if Staff had anything ready to present to Council. Builder representative mentioned that he is contact with an expert to provide guidance. Suggested \$85,000 for road maintenance in the future, for example. Have idea that an additional \$200 per unit would be required.

Town Manager Steese: Mentioned concern that future residents could lose income, etc. and not be able to pay the maintenance fee. Homeowners would be responsible for individual units.

Town Manager Steese: Next step is to bring draft plans forward to Town Council.

Chairman Hamilton asked when numbers would be available. Matt mentioned the need to identify all the constraints and knowing if infrastructure can be approved.

Chairman Hamilton asked about time. The ownership of road issue is important to know first; feels like 90 days would be needed to have clearer details on site plans.

Chairman Hamilton: Recognized Save the Shutters program and work of Amanda and Pearce.

IX. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 10:58 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: March 2, 2023

The adopted budget for the FY23 Neighborhood Assistance Program is \$190,000. \$20,000 was placed into the account on January 10, 2023, to make an amended budget of \$210,000.

As of February 23, 2023, a total of 41 homes have been serviced for home repairs such as roofing, wet and damaged floors and septic pump out totaling \$186,935.

For the Home Repair program, \$173,322 has been spent.
For abatement/demolition, \$350 has been spent.
For property cleanup and septic pump out, \$6,263 has been spent.
For tree mitigation, \$7,000 has been spent.
To date \$23,065 remains in budget.

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	\$173,322			-\$3,322	23
Property Maintenance					\$0	\$0	
a. Abatement/Demolition of Unsafe Structures	\$15,000		\$350			\$14,650	1
b. Property Clean Up/Septic Pumpout	\$5,000		\$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		\$0	\$3,000	4
BUDGET	\$190,000.00	\$20,000	\$186,935	\$0	\$0	\$23,065	41

As of February 23, 2023