



Affordable Housing Committee Meeting

Thursday, July 11, 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.](#) June 6, 2024

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

[1.](#) FY2025 Neighborhood Assistance Budget Update

VII. DISCUSSION

1. Housing Incentives, Kevin Icard, Growth Management Director
2. Town of Bluffton Employee Homebuying Program Update

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, August 1, 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

June 06, 2024

I. CALL TO ORDER

The meeting was called to order by Chairman Hamilton at 10:14am

II. ROLL CALL

PRESENT

Chair Fred Hamilton
Committee Member Gwen Chambers
Committee Member Denolis Polite
Committee Member Grace Staples

ABSENT

Council Member Dan Wood
Committee Member Meg James
Committee Member Doug Magill

III. ADOPTION OF MINUTES

May 2, 2024

Motion made by Committee Member Polite, Seconded by Committee Member Chambers.
Voting Yea: Chair Hamilton, Committee Member Staples

IV. PUBLIC COMMENT

No Public Comment

V. OLD BUSINESS

No Old Business

VI. NEW BUSINESS

1. FY2024 Neighborhood Assistance Budget Update

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

Staff member Smalls let the committee know that there is currently seven applications waiting on the FY 2025 to start.

Chairman Hamilton asked if there were still septic service calls being requested in the Buck Island/Simmons ville community, Smalls answered yes. Hamilton asked if there is a date on when the septic conversion would be completed in that area. Growth Management Director Icard reached out to engineering and the anticipated completion date is July/August timeframe.

Smalls let the committee know that the NAP had been awarded \$144,000 from the Beaufort Jasper Housing Trust Fund. The funds will be available at the start of the 2025 fiscal year.

Committee Member Staples asked if the grant that was awarded will be money available in addition to the approved budget. Smalls answered yes, these funds will enlarge our budget for more home repairs.

Smalls let the committee know that Golden Line Design & Remodeling is a new vendor that has been added to our list of contractors.

VII. DISCUSSION

1. Palmetto Community Developers, Joseph Dukes, Founder & Chief

Affordable Housing Development, Mr. Dukes provided a presentation and overview of the services that he provides. His services include:

Consulting for non-profits & families, who are looking to develop affordable housing or communities, Economic Development consulting for municipalities, Loan & grant consultation and New Market tax credit consulting.

2. Town of Bluffton Employee Homebuyer Assistance, Stephen Steese, Town Manager

The Town plans to offer a five-year forgivable loan to employees at different levels depending on the employees' AMI (area median income) level as defined by HUD.

This plan will go to Town Council in July for Council approval.

The Town will offer up to \$20,000 in home buying assistance for employees that earn 120% AMI or less,

The Town will offer up to \$15,000 in home buying assistance for employees that earn between 121% and 140% AMI and The Town will offer up to \$10,000 in home buying assistance for employees that earn over 141% AMI.

The Town will partner with Community Works to initiate the homebuying program.

The committee members made one recommendation to add an additional tier with up to \$25,000 in assistance for 80% AMI or below.

VIII. ADJOURNMENT

The meeting was adjourned at 11:43 am.

NEXT MEETING DATE: Thursday, July 11, 2024



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: July 11, 2024

The budget for the Neighborhood Assistance Program for FY 2025 has been approved at \$400,000. The final budget was approved at the June 11, 2024, Town Council meeting.

Beaufort Jasper Housing Trust Fund awarded the NAP with \$144,000 that will be placed in the home repair portion of the budget. Funds will be available at the start of the fiscal year.

Three homes have started receiving repairs at a total of \$31,040. Nine homes are in the queue to have contractors visit for estimates. Those repairs consist of roofing, flooring, and bathroom repairs and an additional three homes will receive tree service.

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
 FY 2025

Task	Approved Budget	Transfer In/Out	Updated Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation							
a. Home Repair	\$350,000	\$144,000	\$494,000	\$31,040		\$462,960	3
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						
f. Tree Mitigation	\$15,000						
Total	\$400,000.00	\$144,000.00	\$544,000.00	\$31,040		\$512,960	3

As of July 1, 2024

* Beaufort Jasper Hosuing Trust Home Repair Grant Award