



Affordable Housing Committee Meeting

Thursday, May 02, 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. April 11, 2024

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

1. FY2024 Neighborhood Assistance Program Budget Update

VII. DISCUSSION

1. Coastal Community Development Corporation, Alan Wolf

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, June 6, 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

April 11, 2024, Minutes

I. CALL TO ORDER

Chairman Fred Hamilton called the meeting to order at 10:05 am.

II. ROLL CALL

PRESENT

Town Councilman/Chairman Fred Hamilton

Commissioner Grace Staples

Commissioner Doug Magill

Commissioner Meg James, entered at 10:08

Commissioner Denolis Polite

Charlotte Moore, Principal Planner

Victoria Smalls, Workforce and Affordable Housing Manager

ABSENT

Town Councilman/Commissioner Dan Wood

Commissioner Gwen Chambers

III. ADOPTION OF THE AGENDA

Motion for adoption made by Commissioner Magill, Seconded by Commissioner Staples.

Voting Yea: Chairman Hamilton, Commissioner Polite.

IV. ADOPTION OF MINUTES

Adoption of March 7, 2024, minutes.

Motion for adoption made by Commissioner Magill, Seconded by Commissioner Polite.

Voting Yea: Chairman Hamilton, Commissioner Staples.

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

1. Neighborhood Assistance Program Budget Update

The budget for Fiscal Year 2024 Neighborhood Assistance Budget 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 \$259,000. Twenty homes have been serviced for septic pump out totaling \$7,957, and two homes for tree service totaling \$6,180.

As of April 4, 2024, 39 homes have been serviced through the Neighborhood Assistance Program. Collectively, the program has a current balance of \$16,461.

Staff has stopped all repair work but is still accepting applications. Eight homes have been income verified and visited to inspect requested repairs. Contractors have been contacted to submit estimates. As staff reviews repairs, those in need of emergency repair will be taken care of first.

On May 1st, staff will do the third round of smoke alarm installations with Bluffton Township Fire District.

Commissioner Polite asked about residents that we haven't serviced how do they get connected with the fire department for smoke alarms. Staff member Smalls answered that she received permission from the Director of Growth Management to share the event on her social media page with the Town's telephone number provided.

Staff member Smalls encouraged the committee to please seek out trash companies that provide 15- & 30-yard trash bins for property cleanup. Prices have been high and maybe companies are willing to give a discounted rate.

Chairman Hamilton suggested reaching out to Waste Management.

2. 2024 Fair Housing Month Proclamation

Staff member Smalls presented the 2024 Fair Housing Month Proclamation to the committee. The proclamation was signed by Mayor Toomer at the April 9 Town Council meeting. Chairman Hamilton stated that he would like a member or members of the committee to be present next year to receive the proclamation.

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VII. DISCUSSION

1. Bruce Morgan, Sr. Vice President of the Development, The Michaels Organization & Jimmy Hancock.

The PowerPoint presentation was presented via Zoom. Mr. Morgan reached out to the Town of Bluffton to discuss potential attainable housing while he was here in town.

Mr. Morgan gave the history of the organization and their involvement with producing housing for moderate income families. Mr. Morgan stated that the municipality should have land that is able to be put into a long-term land lease, a long-term tax abatement or contribution of infrastructure.

VIII. PUBLIC COMMENT

Commissioner Staples gave the committee an update on the home buying status of Shannon Greene. Ms. Greene is still in the running for a USDA housing loan. Her closing date has been pushed back and could possibly be set for May. USDA is running low on home loan funds but there's hope for an upcoming closing date for Ms. Greene.

IX. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 10:45 am.



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: May 2, 2024

The budget for Fiscal Year 2024 Neighborhood Assistance Budget 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.

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		\$243	23
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	\$6,180		\$4,320	2
Total	\$304,000.00			\$273,939		\$15,661	42

As of April 25, 2024