



## Affordable Housing Committee Meeting

Thursday, November 09, 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.](#) October 5, 2023

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

[1.](#) FY2024 Neighborhood Assistance Program Budget Update

[2.](#) 2024 Meeting Dates

**VII. DISCUSSION**

1. 1095 May River Road
2. Affordable Housing Project

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

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*"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.*

*\*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 is limited to 3 minutes per speaker.*

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*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

October 5, 2023, Minutes

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### I. CALL TO ORDER

Chairman Fred Hamilton called the meeting to order at 10:02 am.

### II. ROLL CALL

#### PRESENT

Town Councilman/Chairman Fred Hamilton

Town Councilman/Commissioner Dan Wood

Commissioner Grace Staples

Commissioner Doug Magill

Commissioner Denolis Polite arrived at 10:11

Victoria Smalls, Workforce and Affordable Housing Manager

Charlotte Moore, Principal Planner

#### ABSENT

Commissioner Gwen Chambers

Commissioner Meg James

### III. ADOPTION OF THE AGENDA

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

Voting Yes: Chairman Hamilton, Commissioner Wood

### IV. ADOPTION OF MINUTES

Adoption of September 7, 2023 minutes.

Motion made by Commissioner Wood to approve, Seconded by Commissioner Magill.

Voting Yea: Chairman Hamilton, Commissioner Chambers

### V. OLD BUSINESS

There was no old business.

### VI. NEW BUSINESS

Neighborhood Assistance Program Budget Update

The budget for Fiscal Year 2024 Neighborhood Assistance Budget has been approved at \$290,000.

To date, 13 homes have been serviced for repairs, such as roofing and interior repairs totaling \$124,934.26. Three homes have been serviced for septic pump out, totaling \$1,200, and one home for tree service totaling \$5,500.

As of September 28, 2023, 17 homes have been serviced through the Neighborhood Assistance Program.

One home is scheduled for tree service in the next week.

Six homes are waiting on estimates.

Three homes are waiting for income verification results.

Commissioner Magill wanted to know who does the income verification for the program – Smalls answered Lowcountry Council of Governments.

Commissioner Wood commented on LCOG's home repair report and the small number of homes that the agency services, being that they are a four-county agency. Smalls answered that LCOG requires more qualifications than the Town does. They do not service mobile homes and the home must have current home insurance. Smalls also says that she sends residents that the NAP can't assist to LCOG, including residents that need HVAC system repairs.

Chairman Hamilton asked if LCOG would repair HVAC systems if the home does not have insurance – Smalls said she was not sure and that she would check on that answer.

## VII. PUBLIC COMMENTS

Jocelyn Metzger Staigar – Hilton Head, Beaufort & Jasper County Realtors, Government Affairs Director.

Staigar asked the Committee will the Town be stepping up the Affordable Housing Program since the S284 and ATAX funds have been approved?

Chairman Hamilton answered yes, that the Town is going to take advantage and staff is researching how the funds can be used for the repair program and the workforce/affordable housing units that will be built.

Committee member Wood stated that Chairman Hamilton has been working diligently with different developers to provide units as affordable and he has been a big part of the development of the Beaufort Jasper Housing Trust Fund alongside the Southern Lowcountry Regional Board.

Staiger commended the committee for their efforts and stated that she has been following the committee for a long time.

Staiger stated that her association would love to hear about what the Town is doing with the Neighborhood Assistance Program and other housing initiatives.

Smalls let the committee know that she will be doing the Wharf Street Homes annual inspection to ensure that residents have not done any major renovations to the interior or exterior of the home and that all their home insurance and utility paperwork are in the name of the homeowner on file.

Committee Member Wood asked what the time frame on the deed restriction was – Committee member Polite answered 30 years, Chairman Hamilton said the homes have been there since 2006.

Committee member Wood asked if there is a way that the time frame can be extended - Chairman Hamilton said that would be a town lawyer question.

Committee Member Polite asked have we ever decided on a time frame of how long the Town will keep the homes in a deed restricted agreement.

Smalls said she would get this question on Richardson LaBruce's schedule the next time he is in the office.

Committee member Wood said that would be a question to ask about placing homes on a 50-year rotation and maybe even place in perpetuity.

Chairman Hamilton asked about finding other contractors to add to the Neighborhood Assistance Program – Smalls let the committee know that she will attend the Quarterly Contractor's Meeting hosted by Customer Service, and she will be sharing information regarding the program.

## **VIII. DISCUSSION**

## **IX. ADJOURNMENT**

Chairman Hamilton adjourned the meeting at 10:31 am.

Town of Bluffton  
 Growth Management Department  
 Planning & Community Development Division  
 Affordable Housing Committee Budget Status  
 Neighborhood Assistance Program & Approved

Task	Approved Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
<b>Home Repair/Rehabilitation</b>					
a. Home Repair	\$255,000	\$147,317	\$15,000	\$92,683	13
<b>Property Maintenance</b>					
a. Abatement/Demolition of Unsafe Structures	\$6,000	\$0		\$6,000	
b. Property Clean Up	\$6,000	\$0		\$6,000	
c. Septic Pumpout	\$3,000	\$2,400		\$600	6
d. Private Road Repair for Emergency Access	\$8,000	\$0.00		\$8,000	
e. E-911 Addressing	\$1,000	\$0.00		\$1,000	
f. Tree Mitigation	\$11,000	\$5,500	\$680	\$4,820	2
<b>Total</b>	<b>\$290,000.00</b>	<b>\$155,217</b>	<b>\$15,680</b>	<b>\$119,103</b>	<b>21</b>

As of November 2, 2023



## 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 9, 2023

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The budget for Fiscal Year 2024 Neighborhood Assistance Budget has been approved at \$290,000.

To date, 13 homes have been serviced for repairs such as roofing and interior, repairs totaling \$147,316.52. Six homes have been serviced for septic pump out, totaling \$2,400, and one home for tree service totaling \$5,500.

As of November 2, 2023, 21 homes have been serviced through the Neighborhood Assistance Program.

Eight homes are waiting on estimates.

ATTACHMENTS:  
Attachment 1: Program Budget Update



## TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE 2024 Meeting Schedule

MEETING DATES
January 4, 2024
February 1, 2024
March 7, 2024
April 4, 2024
May 2, 2024
June 6, 2024
July 11, 2024**
August 1, 2024
September 5, 2024
October 3, 2024
November 7, 2024
December 5, 2024
January 2, 2025

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

**\*\* The July 4, 2024 meeting will be held one week later due to holiday.**

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