



Affordable Housing Committee Meeting

Thursday, September 05, 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.

EnterTextHere

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

[1.](#) July 11, 2024

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

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

VII. DISCUSSION

1. Incentive Workshop Follow-up

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, October 3, 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

July 11, 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 Committee member Emily Burden at 10:12am

II. ROLL CALL

PRESENT

Chair Fred Hamilton arrived at 10:23am

Council Member Emily Burden

Committee Member Gwen Chambers

Committee Member Denolis Polite

Committee Member Grace Staples

Committee Member Doug Magill

ABSENT

Committee Member Meg James

III. ADOPTION OF MINUTES

1. June 6, 2024

Motion made by Committee Member Magill, Seconded by Committee Member Chambers.

Voting Yea: Committee Members Burden, Polite and Staples.

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

1. FY2025 Neighborhood Assistance Budget Update

The budget for the Neighborhood Assistance Program (NAP) 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.

Committee member Magill, wanted to know how long the application process takes from start to finish. Staff explained the process from application submission all the way through invoice

processing. Committee member Magill asked about emergency situations such as fallen trees. Smalls answered that emergency situations will be handled first with Director approval and taken care of. Septic system cleanouts are also considered an emergency due to sanitation issues. Septic jobs do not need income verification.

Committee member Staples asked how many homes we have repaired or provided services for last fiscal year. The answer is 45 homes.

Beaufort Jasper Housing Trust Fund

Claude Hicks, the Director of the Housing Trust, and Jennifer Tuckwiller, Director of Operations provided background on the Housing Trust Fund and presented the committee with a grant check in the amount of \$144,000 to be added to the NAP budget for the fiscal year. This grant will be used to do major home repairs this current fiscal year.

VII. DISCUSSION

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

Growth Management Director, Kevin Icard gave an overview of current and potential affordable housing incentives.

Director Icard gave examples of different types, such as cottage courts, and the concept of Missing Middle Housing.

Both committee members Chambers and Polite want to have a copy of the presentation and have access to the recording. Staff made copies before the meeting was over and the presentation can be found on the County channel.

Committee member Staples asked if the affordability time frame place on The May located at 1095 May River Road will be 30 years. Staff will look into our records to check the affordability time.

Chairman Hamilton recommended that the Affordable Housing Committee have a workshop prior to the Town Council Workshop. This workshop will be to discuss the options that were presented and have more comments, questions and dialogue on the discussion.

Chairman asked the committee to do some research and bring some ideas to the table to make our program stronger.

VIII. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 11:02 am

IX. NEXT MEETING DATE: Thursday, August 1, 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: September 5, 2024

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.

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
Home Repair/Rehabilitation					
a. Home Repair	\$494,000	\$91,192	\$1,400	\$401,408	11
Property Maintenance					
a. Abatement/Demolition of Unsafe Structures	\$10,000				
b. Property Clean Up	\$10,000				
c. Septic Pumpout	\$10,000	\$2,674		\$7,326	4
d. Private Road Repair for Emergency Access	\$3,000				
e. E-911 Addressing	\$2,000				
f. Tree Mitigation	\$15,000	\$200		\$14,800	1
Total	\$544,000.00	\$88,318	\$1,400	\$454,282	16

As of August 29, 2024