

TOWN COUNCIL



STAFF REPORT Growth Management Department

MEETING DATE:	August 11, 2015
PROJECT:	Resolution Establishing a Charter for the Affordable Housing Committee
PROJECT MANAGER:	Kendra Lelie, AICP, Assistant Director of Growth Management

RECOMMENDATION: The Affordable Housing Committee recommends that Town Council adopt the Resolution Establishing a Charter for the Affordable Housing Committee as presented.

INTRODUCTION: An Affordable Housing Committee (Committee) was established on March 23, 2006 and was later disbanded on December 16, 2008 to allow the new Mayor and Council the flexibility to establish Committees as necessary. On January 12, 2010, Town Council re-established the Committee through the appointment of seven members. At the time of this reappointment a charter defining the Committee membership, roles, and responsibilities was not similarly established. Since their appointment in 2010 the Committee has worked to further the Town's Neighborhood Assistance Program efforts as well as promote workforce and affordable housing development, such as the Wharf Street Redevelopment Project.

In order to better define the Committee's membership, roles, and responsibilities, on June 2, 2015, the Affordable Housing Committee voted unanimously to bring the attached Resolution to Town Council for adoption. The Resolution provides that the Committee shall:

1. Be known as the Affordable Housing Committee Committee (Committee);
2. Be tasked with advising Council on the Neighborhood Assistance Program of Bluffton.
3. Consist of seven (7) members appointed by Town Council:
 - a. Two (2) Town Council Members;
 - b. One (1) Mortgage Lender;
 - c. One (1) Realtor; and
 - d. Three (3) representatives from community organizations.
4. Adopt an annual meeting schedule.
5. Adopt Rules of Procedure.

6. Have the following responsibilities:
 - a. Assist with the drafting and periodic review of the town of Bluffton Neighborhood Assistance Program and Strategies Work Plan for Town Council adoption;
 - b. Advise Town Council on the implementation of the Neighborhood Assistance Program action items;
 - c. Assist as directed by Town Council with intergovernmental and private sector relationships regarding the Neighborhood Assistance Program; and
 - d. Increase public awareness, provide education, and promote affordable housing efforts for the Town of Bluffton.

ANALYSIS: The Resolution Establishing a Charter for the Affordable Housing Committee defines its membership, roles, and responsibilities, thus providing the necessary framework for the Committee to conduct business. This Resolution is similar in form to that established for the Beautification Committee, Negotiating Committee, ATAX Committee, Public Safety Citizens Committee, and the May River Watershed Action Plan Advisory Committee.

ATTACHMENTS:

1. Resolution Establishing a Charter for the Affordable Housing Committee.

**RESOLUTION
ESTABLISHING A CHARTER FOR THE TOWN OF BLUFFTON
AFFORDABLE HOUSING COMMITTEE**

WHEREAS, Town Council (the "Council") of the Town of Bluffton, South Carolina (the "Town") wishes to define the Affordable Housing Committee's (Committee) areas of responsibilities, which are provided below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL AS FOLLOWS:

1. Town Council hereby defines the responsibilities of the Town of Bluffton Affordable Housing Committee (the "Committee").
2. *Purpose:* The Committee is tasked with advising Council on the Neighborhood Assistance Program of Bluffton.
3. *Membership:* The Committee shall consist of seven (7) members appointed by Town Council for staggered terms in accordance with the Code of Ordinances for the Town of Bluffton, Chapter 3 as follows:
 - a. Two (2) Town Council Members;
 - b. One (1) Mortgage Lender;
 - c. One (1) Realtor; and
 - d. Three (3) representatives from community organizations.

In the absence of applicants qualified to represent a specific District, Town Council may appoint a member-at-large who is a resident, freeholder, and/or owns a business within the municipal boundary of the Town of Bluffton to fill the vacancy. The Committee will be supported by Town Staff and, as necessary, a non-voting consultant and others.
4. *Meetings:* The Committee shall adopt an annual meeting schedule. Meetings of the Committee are public and will be posted in accordance to the South Carolina Freedom of Information Act requirements. Meetings may be cancelled if there is no business before the Committee.
5. *Rules of Procedure:* The Committee shall adopt Rules of Procedure by Resolution for the conduct of business by majority vote of members present and qualified to vote.

6. *Responsibilities:* The Committee shall advise on matters related to the following:
- a. Assist with the drafting and periodic review of the town of Bluffton Neighborhood Assistance Program and Strategies Work Plan for Town Council adoption;
 - b. Advise Town Council on the implementation of the Neighborhood Assistance Program action items;
 - c. Assist as directed by Town Council with intergovernmental and private sector relationships regarding the Neighborhood Assistance Program; and
 - d. Increase public awareness, provide education, and promote affordable housing efforts for the Town of Bluffton.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.

SIGNED, SEALED AND DELIVERED AS OF THIS _____ DAY OF _____, 2015.

Lisa Sulka, Mayor
Town of Bluffton, South Carolina

ATTEST:

Sandra Lunceford, Town Clerk
Town of Bluffton, South Carolina