



TOWN OF BLUFFTON
AFFORDABLE HOUSING COMMITTEE MEETING AGENDA
ELECTRONIC MEETING

Thursday, March 4, 2021 10:00 a.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 10:00 a.m.
<https://www.facebook.com/TownBlufftonSC/>

PUBLIC COMMENT

Public comments will be received via conference line provided by Staff. All requests for public hearing or public comment will be accepted up to two (2) hours prior to the scheduled meeting start time.

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – February 4, 2021
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - 1. Neighborhood Assistance Program Budget Update
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

*Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Growth Management Coordinator at dmclain@townofbluffton.com. Comments will be accepted up 2 hours prior to the scheduled meeting start time. All comments will be will be provided to the Affordable Housing Committee.

NEXT MEETING DATE: Thursday, April 1, 2021

“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. 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 Chairperson of the Committee. Public comment must not exceed three (3) minutes.

TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE

Electronic Meeting

Thursday, February 4, 2021 Meeting Minutes

Present: Chairman, Councilman Fred Hamilton; Councilman Dan Wood; Meg James; Gwen Chambers; LeDeen Hangen; Denolis Polite; and, Jon Nickel

Staff: Victoria Smalls, Community Development Coordinator; Heather Colin, Director of Growth Management; Kevin Icard, Planning and Community Development Director; Darby McLain, Growth Management Coordinator; Charlotte Moore, Principal Planner; and, Terry Finger, Town Attorney

I. CALL TO ORDER

Chairman Hamilton called the meeting to order at 10:04 a.m.

II. ROLL CALL

All were present. Denolis Polite joined at 10:08 a.m. Jon Nickel joined at 10:09 a.m.

III. ADOPTION OF AGENDA

Director of Growth Management Director Colin requested that the agenda be amended to add an item under Executive Session relative to negotiations incident to proposed contractual arrangements for the construction of affordable housing.

James made a motion to add the Executive Session; Hangen seconded. All were in favor and the motion passed.

James made a motion to adopt the February 4, 2021, Affordable Housing Committee Agenda, including the addition of the Executive Session. Chambers made a motion to approve; James seconded the motion. All were in favor and the motion passed.

IV. ADOPTION OF MINUTES – January 7, 2021

Councilman Wood made a motion to adopt the January 7, 2021, Affordable Housing Committee meeting minutes. Chambers seconded the motion. All were in favor and the motion passed.

V. PUBLIC COMMENTS

There were no Public Comments.

VI. OLD BUSINESS

There was no Old Business.

VII. NEW BUSINESS

1. Neighborhood Assistance Program Budget Update

Staff Smalls provided a status report, including the available program budget and amount spent as of January 28. She stated that two applicants were waiting on work estimates, and that work was underway for two homeowners. Smalls mentioned that she delivered applications to Bluffton Self Help to distribute to residents who may need help. There were no questions about the budget.

Chairman Hamilton asked Smalls to tell the Commission about 170 Goethe Road later in the meeting.

2. Request for Additional Funds for Current Home Repair Project

Staff Smalls presented a request for additional funds, \$2,160, in excess of the \$5,000 cap for safe and dry repairs. A resolution passed by Town Council in 2017 allows the Affordable Housing Committee the ability to approve up to \$5,000 in additional funding if the program guidelines can be met.

Chairman Hamilton asked if the Town inspected the home. Smalls stated that the Town's Building Official conducted the review and photos from the inspection were shared.

Polite asked about the timeframe from when Staff first knew about the problem to today's request. She also asked if there was a way to move forward to help homeowners sooner given the repairs needed. Chairman Hamilton mentioned that income qualification must be completed. Staff Icard responded that Staff received income verification approval this week, agenda was amended to include this request. He mentioned that a special meeting could also be held in emergency situations to allow repairs to be undertaken sooner.

James asked why there were two quotes for the same household. Smalls explained that one quote was for the roof and the other was for interior safe and dry repairs.

Nickel made a motion to approve. Hangen seconded the motion. All were in favor and the motion passed.

VIII. PUBLIC COMMENTS

There were no Public Comments.

IX. DISCUSSION

Staff Smalls discussed the progress on the repairs for 170 Goethe Road. She indicated that additional funding from other agencies was obtained to assist the homeowner. Chairman Hamilton expressed his appreciation for Smalls' work on the project. He also acknowledged other partners, including Serve Pro, Bluffton 501C3, EEOC, Beaufort-Jasper Water and Sewer Authority, A Call to Action and Barbara Johnson from Lowcountry Council of Governments.

Nickel mentioned the Humanities Foundation, an affordable housing organization out of Charleston. He mentioned the Foundation operated rental properties in several states that provided on-site social services, adding that this might be a potential partnership for the Town. Chairman Hamilton said he was familiar with it and that Staff could look into it. Chairman Hamilton suggested that Nickel discuss further with the Director of Growth Management.

X. EXECUTIVE SESSION

Town Attorney Terry Finger mentioned that the Executive Session was for the purpose of giving the Affordable Housing Committee an update on the contractual arrangement with a private developer relating to the development of affordable housing.

Nickel made a motion to enter Executive Session. The motion was seconded by James. All were in favor and the motion passed. The Committee went to into Executive Session at 10:33 a.m.

Nickel made a motion to end the Executive Session, which was seconded by James. All were in favor and the Executive Session ended at 10:46 a.m. Chairman Hamilton stated that no votes were made in Executive Session.

XI. ADJOURNMENT

Chairman Hamilton adjourned the February 4, 2021 Affordable Housing Committee Meeting at 10:48 a.m.



MEMORANDUM

TO: Affordable Housing Committee

FROM: Victoria Smalls, Community Development Coordinator

CC: Kevin P. Icard, AICP, Planning & Community Development Manager; Heather Colin, AICP, Director of Growth Management; Charlotte Moore, AICP, Principal Planner

RE: Neighborhood Assistance Program Budget Update

DATE: March 4, 2021

The total available budget for the FY21 Neighborhood Assistance Program is \$123,233.03.

Town Staff continues to process applications to assist income-qualified households in Bluffton:

- As of February 25, 2021, \$44,556.97 has been spent (including households in progress).
- As of February 25, 2021, 3(three) households have started repair work and 2(two) homes are waiting on estimates.

ATTACHMENTS:

- A. FY21 Budget Plan

Town of Bluffton
 Growth Management Department
 Planning & Community Development Division

ATTACHMENT A

Affordable Housing Committee Budget Plan
 Neighborhood Assistance Program (NAP) & Approved Budget FY21

Adopted Budget FY21					
Task	Adopted Budget	YTD Actual Spending	*Estimated Spending	Remaining NAP Available Budget	Number of Homes Assisted
Home Repair/Rehabilitation					
a. Home-Repair- Minor	\$150,000	\$42,631.97	\$22,210	\$85,158.03	6
Property Maintenance					
a. Abatement/ Demolition of Unsafe Structures	\$15,000			\$15,000	
b. Property Clean Up/Septic Pumpout	\$5,000	\$1,543		\$3,457	4
c. Private Road Repair for Emergency Access	\$9,000			\$9,000	
d. Septic System Repair/Sewer Connection					
e. E-911 Addressing	\$1,000			\$1,000	
f. Tree Mitigation	\$10,000	\$382		\$9,618	1
Total Budget	\$190,000	\$44,556.97	\$22,210	\$123,233.03	

Last Updated Date: February 25, 2021

*Estimated spending amount are funds that haven't been paid to a contractor or work has not been completed