



TOWN OF BLUFFTON
AFFORDABLE HOUSING COMMITTEE MEETING AGENDA
ELECTRONIC MEETING
Thursday, October 1, 2020 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/>

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – September 3, 2020
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - 1. Neighborhood Assistance Program Budget
 - a. FY 2021 Budget Plan
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

NEXT MEETING DATE: Thursday, November 5, 2020

* 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 to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Affordable Housing Committee.

"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.

TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE
Electronic Meeting
Thursday, September 3, 2020 Meeting Minutes

Present: Chair, Councilman Fred Hamilton; Meg James; Jon Nickel; Gwen Chambers; Councilman Dan Wood;

Absent: Denolis Polite, LeDeen Hangen

Staff: Victoria Smalls, Community Development Coordinator; Darby McLain, Growth Management Coordinator; Charlotte Moore, Principal Planner

I. CALL TO ORDER

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

II. ROLL CALL

III. ADOPTION OF AGENDA

Committee member Nickel made a motion to adopt the September 3, 2020, Affordable Housing Committee Agenda. Committee member James seconded the motion. All were in favor and the motion passed.

IV. ADOPTION OF MINUTES – August 6, 2020

Councilman Wood made a motion to adopt the August 6, 2020, Affordable Housing Committee meeting minutes. Committee member Nickel seconded the motion. All were in favor and the motion passed.

V. PUBLIC COMMENTS

No Public Comments.

VI. OLD BUSINESS

No Old Business.

VII. NEW BUSINESS

1. Neighborhood Assistance Program Budget

Community Development Coordinator, Victoria Smalls, presented the 2021 Affordable Housing Work Plan. The total available budget is \$171,771.00. As of August 27, 2020, the total amount spent on repairs was \$18,229.00. There are currently three homes waiting on work estimates and siding repairs. There are also five applications waiting to be sent off to LCOG for

income verification for roof work & damaged ceilings. There were no questions from the Committee.

Staff member Vicki Smalls also provided an overview of the budget, which is incorporated into these minutes. There were no questions from the Committee.

Councilman Hamilton asked about the three homes that were awaiting estimates. Smalls mentioned that if additional estimates were not received by the end of the week, she would proceed with Alpha Construction or Copan Innovatives.

Councilman Hamilton asked how many roof contractors are on the list. Smalls says that she had difficulties with responses and had been working with Alpha & Copan Construction Companies. Councilman Hamilton said he would discuss this with her after the meeting. Committee member James said that she could provide additional names. No further questions from the Committee regarding this item.

VIII. PUBLIC COMMENTS

No Public Comments.

IX. DISCUSSION

1. James mentioned County impact fee proposal. As a member of the HBA (Homebuilder's Association) there is a concern about the additional cost for homes and the affect on affordable housing. She has noticed that school impact fees are being "walked back" in some South Carolina communities.
2. Councilman Wood mentioned an affordable housing project in Beaufort that has utilized various tax credits. Units are in the 50-60% Average Median Income range.

ADJOURNMENT

Councilman Hamilton adjourned the September 3, 2020 Affordable Housing Committee Meeting at 10:15 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: October 1, 2020

The total available budget for the FY21 Neighborhood Assistance Program is \$171,199.00. Town Staff is continuing to process applications to assist income qualified residents of Bluffton.

- As of September 24, 2020, \$18,229 (includes households in progress) has been spent.
- There are 2 pending invoices in the amount of \$571.20 which will bring our available balance to the \$171,199.00
- As of September 24, 2020, we have three homes that are currently being worked on for roof repairs, door & window replacements and 2 residents preparing for tree services.
- 2 out of the 4 homes that was visited on Monday & Tuesday are waiting on contractors to go out for work 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

Approved FY 2021

Task	Town General Fund	CIP Fund Housing Project*	Anticipated CIP Fund Carryover	Actual Spending	*Pending	NAP Program Available Budget	Total Available Budget	Number of Homes Assisted
Home Repair/Rehabilitation	\$150,000						\$137,975	
a. Home-Repair- Minor				\$12,025				
Workforce Housing								
a. Incentives- Developer		\$728,592	\$114,064				\$842,656	
b. Incentives- Homeowner		\$55,000					\$55,000	
Property Maintenance								
a. Abatement/ Demolition of Unsafe Structures	\$15,000						\$15,000	
b. Tree Mitigation	\$10,000				\$382.50		\$9,617.50	
c. Property Clean Up/ Septic Pumpout	\$5,000			\$1,204	\$188.70		\$3,608	
d. Private Road Repair for Emergency Access	\$9,000						\$9,000	
e. E-911 Addressing	\$1,000						\$1,000	
Total Budget	\$190,000	\$783,592	\$114,064	\$13,229	\$571.20	\$171,199	\$936,455.50	

Last Updated Date: September 24, 2020

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

*Revenue derived from residential plan check fee adopted in FY 2020