



## TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE MEETING AGENDA ELECTRONIC MEETING

Thursday, September 3, 2020 10:00 a.m.

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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 – August 6, 2020
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - 1. Neighborhood Assistance Program Budget
    - a. 2021 Affordable Housing Committee Work Plan
    - b. FY 2021 Budget Work Plan
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

**NEXT MEETING DATE: Thursday, October 1, 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](mailto: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](mailto: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, August 6, 2020 Meeting Minutes**

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Present: Chair, Councilman Fred Hamilton; Meg James, Jon Nickel, LeDeen Hangen, Denolis Polite

Absent: Councilman Dan Wood & Gwen Chambers

Staff: Kevin Icard, Planning & Community Development Manager; Victoria Smalls, Community Development Coordinator; Darby McLain, Growth Management Coordinator; Heather Colin, Director of Growth Management; Charlotte Moore, Principal Planner

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**I. CALL TO ORDER**

Chairman Hamilton called the meeting to order at 10:00am.

**II. ROLL CALL**

**III. ADOPTION OF AGENDA**

Committee member Nickel made a motion to adopt the August 6, 2020, Affordable Housing Committee Agenda. Committee member Polite second the motion all were in favor and the motion passed.

**IV. ADOPTION OF MINUTES – July 2, 2020**

Committee member Polite made a motion to adopt the July 2, 2020, Affordable Housing Committee meeting minutes. Committee member James second 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**

Staff- Victoria Smalls presented a table showing how many families were helped by this program in the fiscal year of 2020. The table also showed how the money was used throughout the fiscal year.

## 2. Tree Mitigation Program

Staff- Victoria Smalls presented the new fiscal year's table showing the addition of the Tree Mitigation Program into the budget. Smalls also stated that the purpose of this program is to assist with the removal of any tree that is dead, clearly diseased, or in any condition that would constitute imminent danger to public health, safety, welfare or property as determined by the town or any person or firm contracted by the town.

Committee Member Polite asked if there will be a "cap" on the cost or if the tree needs to come out, we (the town) will just take care of it. Staff member Smalls explained like all the other programs The Town offers there is a maximum dollar amount, but it will be situation depending.

Committee Member Polite suggested that we take dollar amount out of the equation and cover a percentage of the cost instead. She also questions if the budget is enough to handle the amount of mitigation requests we might be faced with. Staff member Heather Colin stated that the Affordable Housing Committee is always welcome to make recommended changes as long as the Committee stays within their total budget.

Chairman Hamilton suggested the town does their own investigation on whether a tree is imminent danger and not leave it the discretion of any one company to decide if it needs to come down. Hamilton also pointed out that if budget money is shifted around, that would have to go back before the Town Manager & Town Council for approval.

Staff member Kevin Icard summed up what was stated: change wording from imminent danger to serious risk to the public health ad safety. The other item was to focus on where it says the health, safety & welfare as determined by the town (e.g. the town's arborist) first have the town arborist make an assessment and then contract to a separate tree removal company that would then perform the service.

### VIII. PUBLIC COMMENTS

No Public Comments.

### IX. DISCUSSION

No Discussion.

### ADJOURNMENT

The August 6, 2020 Affordable Housing Committee Meeting adjourned at 10:31a.m.

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						\$10,000	
c. Property Clean Up/ Septic Pumpout	\$5,000				\$1,204		\$3,796	
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	\$171,771	\$949,681	

Last Updated Date: August 27, 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



## MEMORANDUM

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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: September 3, 2020

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The total available budget for the FY21 Neighborhood Assistance Program is \$171,771.00. Town Staff is continuing to process applications to assist income qualified residents of Bluffton.

- As of August 27, 2020, \$18,229 (includes households in progress) has been spent.
- As of August 27, 2020, we have three homes that are waiting on work estimates for roof work and siding repairs.
- We have five applications that are waiting to be sent off to LCOG for income verification. For roof work and damaged ceilings.

**ATTACHMENTS:**

- A. 2021 Affordable Housing Committee Work Plan
- B. FY21 Budget Plan