



## Affordable Housing Committee Meeting

Thursday, May 06, 2021 at 10:00 AM

Electronic Meeting

### AGENDA

This meeting can be viewed on the Town of Bluffton's [Facebook page](#)

#### 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 THE AGENDA

#### IV. ADOPTION OF MINUTES

- [1.](#) April 1, 2021

#### V. PUBLIC COMMENTS

#### VI. OLD BUSINESS

#### VII. NEW BUSINESS

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

#### VIII. DISCUSSION

1. Municipality Affordable/Workforce Housing Updates
  - A. City of Hardeeville – Matthew Davis, AICP, Deputy City Manager
  - B. Town of Hilton Head Island – Jayme Lopko, AICP, Senior Planner
  - C. Beaufort County – Eric Greenway, AICP, Interim County Administrator

#### IX. ADJOURNMENT

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*“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.*

*\*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. Public comment must not exceed three (3) minutes.*

# TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE

Electronic Meeting

Thursday, April 1, 2021 Meeting Minutes

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

Absent: Gwen Chambers

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

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## I. CALL TO ORDER

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

## II. ROLL CALL

Meg James joined the meeting at 10:04 a.m. Gwen Chambers was absent.

## III. ADOPTION OF AGENDA

Committee Member Polite made a motion to adopt the April 1, 2021, Affordable Housing Committee Agenda. Committee Member Nickel seconded the motion. All were in favor and the motion passed.

## IV. ADOPTION OF MINUTES – March 4, 2021

Councilman Wood made a motion to adopt the March 4, 2021, Affordable Housing Committee meeting minutes. Committee member Nickel 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 member Smalls provided a monthly report, including the available program budget and amount spent as of March 23, 2021. She stated that

two applicants were waiting on work estimates, and that work was underway for two homeowners.

April 2021 marks the 53<sup>rd</sup> anniversary of the signing of Title VII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans.

A resolution will be presented at the April 13, 2021 Town of Bluffton Town Council meeting declaring April as Fair Housing Month in the Town of Bluffton. This act is to affirm the continued dedication to fair housing principles and regulations established by the State of South Carolina and the United States Federal Government. Staff member Smalls presented the Resolution to the Committee.

#### **VIII. PUBLIC COMMENTS**

There were no Public Comments.

#### **IX. DISCUSSION**

Councilman Hamilton asked Director of Growth Management, Heather Colin, if she could provide an update from State of Mind. Colin stated that she has requested a follow-up on that and will reach out to State of Mind.

Colin then stated that the Committee should have received an email from her regarding the rental numbers for the Crowne at 170 and when the units will be available for rent. Councilman Hamilton asked if the number data was coming from the company or Beaufort County. Staff member Colin stated that the numbers are based off Beaufort County's median area income.

Committee member Nickel suggested the Humanities Foundation in Charleston was worth contacting as they manage affordable housing. Staff member Colin stated The Town has some preliminary information on the Humanities Foundation, have made phone calls, and are coordinating a time to acquire more information.

Committee member James then asked if the Committee would be interested in inviting other municipalities to join them for a meeting. James stated that she knows some of the surrounding areas have affordable housing in place and having a guest speaker would be beneficial to the Committee. Councilman Hamilton was in agreeance with James' suggestion.

Councilman Wood stated that he is not sure the Town of Bluffton's Affordable Housing Committee has anything to offer since no decisions have been made. Staff member Colin agreed with Councilman Wood noting that the Commission has not seen anything from the consultants at this point and that they are still in the data gathering stage.

X. **ADJOURNMENT**

Chairman Hamilton adjourned the April 1, 2021 Affordable Housing Committee Meeting at 10:23 a.m.

DRAFT



## 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: May 6, 2021

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The total available budget for the FY21 Neighborhood Assistance Program is \$86,233.03.

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

- As of April 29, 2021, \$83,806.97 has been spent (including households in progress).
- As of April 29, 2021, 3 homes are waiting on work to begin in the next few days (those fees are listed in the estimated spending column), 1 home is being wrapped up, 1 home is still waiting on work estimates and 1 resident is waiting on income verification.

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	\$81,881.97	\$19,960	\$48,158.03	11
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	\$83,806.97	\$19,960	\$86,233.03	

Last Updated Date: April 29, 2021

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