



Affordable Housing Committee Meeting

Thursday, September 2, 2021 at 10:00 AM

Electronic Meeting

AGENDA

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

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. August 5, 2021

V. PUBLIC COMMENTS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Neighborhood Assistance Program Budget Update
2. Request for additional funds for home repair

VIII. DISCUSSION

1. Ongoing Home Repair Project

IX. ADJOURNMENT

“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 Town Clerk. Public comment must not exceed three (3) minutes.*

Affordable Housing Committee Meeting

Electronic Meeting

August 05, 2021

I. CALL TO ORDER

II. ROLL CALL

PRESENT

Chair/Council Member Fred Hamilton

Council Member Dan Wood

Committee Member Gwen Chambers

Committee Member Jon Nickel

Committee Member Grace Staples

ABSENT

Committee Member Meg James

Committee Member Denolis Polite

III. ADOPTION OF THE AGENDA

Motion made by Committee Member Nickel, Seconded by Committee Member Chambers.

Voting Yea: Chair/Council Member Hamilton, Council Member Wood, Committee Member Chambers, Committee Member Nickel, Committee Member Staples

IV. ADOPTION OF MINUTES

1. July 1, 2021

Motion made by Council Member Wood, Seconded by Committee Member Nickel.

Voting Yea: Chair/Council Member Hamilton, Council Member Wood, Committee Member Chambers, Committee Member Nickel, Committee Member Staples

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 Kevin Icard presented the information to the Commission.

The total available budget for the FY22 Neighborhood Assistance Program is \$190,000.00

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

As of July 29, 2021, the available budget is \$178,930.00. \$10,770 has been paid out on roofing repairs and \$300 is estimated for septic pump outs.

As of July 29, 2021, 2 homes have been serviced through the NAP; 3 homes are waiting on contractor estimates for work to begin.

No votes were taken.

VIII. DISCUSSION

1. State of Mind Contract Update

Staff member Kevin Icard provided the information to the Committee.

Icard stated that the Town is continuing conversations with State of Mind and that there was some delay due to the increase in material prices but they are slowly returning to normal. The applicant is working on structuring the contract in order for the Town to move forward with smaller phases. This will allow some "soft costs" before we start moving into actual building material. Icard also stated that he will be working with Heather Colin, Director of Growth Management for a time frame on when this will come before the Affordable Housing Committee.

There were no questions from the Committee.

2. Saint Gregory the Great Annexation Update

Staff member Kevin Icard presented the information to the Committee.

Icard displayed the Saint Gregory the Great Master Plan on the screen explaining the existing buildings and what could become of future development. If a multifamily building is installed, Saint Gregory the Great has agreed that 20% of the living space must go to Affordable Housing.

Committee member Chambers asked if the Town was waiting on official plans to be presented. Icard responded that at this point the church owns the property so there is still a lot of development related processes that someone would have to go through. With this annexation, a Planned Unit Development has a set number of units. Any development happening would have Affordable Housing associated with it as it is a requirement.

IX. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 10:21am.



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: September 2, 2021

The total available budget for the FY22 Neighborhood Assistance Program is \$190,000.00

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

- As of August 26, 2021, the available budget is \$169,430.00. \$11,770 has been paid out on roofing repairs and septic pump outs.
- There is one invoice waiting to be cleared through finance for \$9,500.
- As of August 26, 2021, 3 homes have been serviced through the NAP; 7 homes are waiting on contractor estimates for work to begin.

ATTACHMENTS:

- A. FY22 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 FY22

Adopted Budget FY22					
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	\$10,770	\$9,500	\$129,730	2
Property Maintenance					
a. Abatement/ Demolition of Unsafe Structures	\$15,000			\$15,000	
b. Property Clean Up/Septic Pumpout	\$5,000	\$300		\$4,700	1
c. Private Road Repair for Emergency Access	\$9,000			\$9,000	
d. E-911 Addressing	\$1,000			\$1,000	
e. Tree Mitigation	\$10,000			\$10,000	
Budget	\$190,000	\$11,070	\$9,500	\$169,430	3

Last Updated Date: August 26, 2021

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



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: Request for Additional Funds for Roof/Dry & Safe Repairs

DATE: September 2, 2021

REQUEST: To approve an additional \$1,550 for needed home repairs.
Safe & dry = \$6,550(exceeds allocated funds of \$5,000)

BACKGROUND: On November 14, 2017, Town Council adopted a Resolution granting authority to the Affordable Housing Committee to consider spending additional funds, if deemed necessary. As outlined in the Town of Bluffton Growth Management Neighborhood Assistance Program Policy statement under Limits on Applications/Qualifications(attached).

1. Home Repair – Assist residents with repairs to the inside and outside of their homes that result in a drier and safer home. In order to qualify, applicants must have an annual household income that does not exceed sixty percent (60%) of the Area Median Income for Beaufort County.

Expenditures on an individual property may not exceed \$15,000 per fiscal year with \$10,000 roof repairs and \$5,000 safe and dry repairs with the following exceptions:

1. The expenditure limit shall not apply to the cost of abatement or demolition of structures declared to be unsafe by the Building Official.
2. An additional \$5,000 for safe and dry repairs can be spent on an individual property after being presented to the Affordable Housing Committee to verify that the request meets the guidelines of the program.

The amount of work necessary to create a safe and dry environment is beyond the maximum allowed under the home repair.

STAFF RECOMMENDATION: Staff recommends that the Affordable Housing Committee approve the additional expenditures totaling \$1,550(safe &dry) to complete the necessary repairs to the home. The board has the power to approve, approve with conditions or deny the request for additional funds.

ATTACHMENTS:

1. Town of Bluffton NAP Policy
2. Resident NAP Application
3. Home Photos
4. Repair Work Estimate

Attachment 1

Town of Bluffton Department of Growth Management Neighborhood Assistance Program

Policy Statement

The Town of Bluffton has established the Neighborhood Assistance Program to assist low-to-moderate income residents of Bluffton with property repairs and improvements that will help to increase the quality of life for all residents while creating a safer, more vibrant community that retains its character and provides for quality affordable housing.

Program Elements

The Neighborhood Assistance Program (NAP) is designed to assist low-to-moderate income families that live in the municipal boundaries of the Town of Bluffton while ensuring that they have safe, decent and suitable living environments.

Limits on Applications / Qualifications

Qualified applicants may receive assistance for one of the following home and/or community improvements once per calendar year unless an emergency situation exists as determined by the Town Manager.

Some requested services may require additional Town reviews and/or approvals. Town Staff will assist the applicant in obtaining the necessary reviews. Fees for building permits and any other Town of Bluffton applications will be waived.

1. **Home Repair** – Assist residents with repairs to the inside and outside of their homes that result in a drier and safer home. In order to qualify, applicants must have an annual household income that does not exceed sixty percent (60%) of the Area Median Income for Beaufort County.

Expenditures on an individual property may not exceed \$15,000 per fiscal year with \$10,000 roof repairs and \$5,000 safe and dry repairs with the following exceptions:

1. The expenditure limit shall not apply to the cost of abatement or demolition of structures declared to be unsafe by the Building Official.

Attachment 1

2. An additional \$5,000 for safe and dry repairs can be spent on an individual property after being presented to the Affordable Housing Committee to verify that the request meets the guidelines of the program.
2. **Septic System Repair/Sewer Connection** – Provide maintenance, repair or replacement of failing septic systems. Septic System Maintenance/Repair does not require income qualification.
3. **Property Clean-Up** – Facilitate the removal of debris and other objects, such as abandoned cars and boats, white goods (air conditioners, dishwashers, clothes dryers, freezers, refrigerators, kitchen stoves, water heaters, washing machines, trash compactors, and microwave ovens) from the property.
 1. Contractors will not remove yard debris.
 2. No debris can be removed from property considered heirs' property.
 3. Applicants must have an annual household income that does not exceed sixty percent (60%) of the Area Median Income for Beaufort County.
4. **Private Road Repair** – Program for private roads that are unsuitable for emergency vehicle access as determined by the Town of Bluffton Police Department, Bluffton Township Fire District, and Beaufort County EMS. Fifty-one percent (51%) of all residential units on improved properties on a private road that need repairs for emergency access must have an annual household income that does not exceed eighty (80%) of the Area Median Income for Beaufort County.
5. **Abatement/Demolition of Unsafe Structures** – Assist with the abatement or demolition of unsafe structures on residential property in accordance with the procedures outlined in Chapter 5, Article 9 of the Municipal Code of the Town of Bluffton. The Town may assume the cost of abatement or demolition for qualified residents who do not exceed 80% of the AMI for Beaufort County if funds are available.
6. **Heirs Property Title Assistance** – Work with the Center for Heirs Property Preservation to provide services for property owners wanting to clear title to their land.
7. **E-911 Address Posting** – Confirm correct addressing and provide address markers and posting to ensure that properties are correctly marked for 911 Emergency Services (Police, Fire, and EMS). E-911 address posting does not require income qualification.
8. **Bluffton Home Series** – The Town of Bluffton offers assistance to income-qualified residents interested in purchasing a home through this program. The Workforce Homeownership Program seeks to increase homeownership

Attachment 1

opportunities to low- and moderate-income families. More information about this program can be found at www.blufftonhomeseries.com

9. **Wharf Street Redevelopment Project Homes** – Assist with the resale, maintenance, and monitoring of these six homes. The Town of Bluffton will perform annual monitoring on all homes that are part of this program.
10. **Tree Mitigation** – Assist with the trimming or removal of any tree that is dead, clearly diseased or in any condition that would constitute an eminent danger to public health, safety, welfare or property as determined by the Town or any person or firm contracted by the Town.

In order to qualify, applicants must have an annual household income that does not exceed sixty percent (60%) of the Area Median Income for Beaufort County.

Lowcountry Council of Governments (LCOG) Income Verification

Eligibility for the program is based on the total income of all adults (18 years and older) living in the household and the number of household members. Income Verification and Qualification is determined through an agreement with the Low Country Council of Governments. In order to verify income, any (*not all*) of the following types of documentation must be submitted by the applicant and each adult living in the household.

- Three (3) consecutive payroll stubs *or*,
- A completed verification of employment form *or*,
- Social Security annual statement, Retirement statement or stub *or*,
- Bank statements-Deposit Snapshot from bank for social security income or income from other sources *or*,
- Current year income tax return.

Required Applicant Forms and Documentation

The applicant is required to submit the following forms and documentation when requesting any of the services offered under this Program:

1. A Complete Application;
2. Adequate proof of an ownership interest in the property, whether by recorded title, court order, affidavit or otherwise;
3. A Total Monthly Income Information form(s) that includes the gross income of each adult member of the household;
4. Income documentation for each adult member of the household; and
5. A Temporary Access Easement Agreement which allows Town Staff and Town contractors' access to the property for the purpose of evaluating and performing work as described on the work

Attachment 1

specifications sheet. Other waiver(s) may be required depending on the request type.

Program Administration

The Program is administered through the Department of Growth Management Planning and Community Development. Due to the Program scope, several Town Departments are involved and oversee specific responsibilities associated with the Program, as further defined in the Standard Operating Procedures.

The Program is promoted through community outreach to individual property owners, neighborhood groups, service organizations, community stakeholders, public meetings, Town of Bluffton website, Town of Bluffton Customer Service Center, and the media.

Contact Information

Growth Management Planning and Community Development
Town of Bluffton
20 Bridge Street
Bluffton, SC 29910

Victoria Smalls, Community Development Coordinator
Email: vsmalls@townofbluffton.com
Phone: (843)706-7826

Town of Bluffton
Growth Management Department
P O Box 386
20 Bridge Street
Bluffton, South Carolina 29910
843-706-4522



Town of Bluffton
Neighborhood Assistance Program
Master Application

Att 2
Case: HR-08-21-010816

Property Information		
Street Number	Street Name	
		Same
Application Information		
		ay to reach you?:
Household Members		
(Please list the names and ages of ALL people living in the home)		
Assistance Requested		
Home Repair	Heirs Property	Septic System Cleanout
<input checked="" type="checkbox"/> Manufactured Home Repair	<input checked="" type="checkbox"/> Property Clean-up	Abatement/Demolition
<input checked="" type="checkbox"/> Tree Mitigation	Street Repair	Sewer System Connection
Please indicate the type of repair(s) you are requesting. If not listed below please include desired repair under the "other" category. The Neighborhood Assistance Program is a SAFE AND DRY program. All home repairs aim to make homes safe and dry in accordance with building code and to address weatherization needs. <i>Final determination of services will be made by Town of Bluffton Staff and qualified bidding contractors.</i>		
Roof Repair/ Replacement	Window Repair (Glass)	<input checked="" type="checkbox"/> Window Repair (Locks)
Window Repair(Seal from elements)	<input checked="" type="checkbox"/> Door Repair (Locks) (<u>Back door</u>)	<input checked="" type="checkbox"/> Door Repair (Seal from elements)
<input checked="" type="checkbox"/> Ceiling Repairs (Water Damage)	<input checked="" type="checkbox"/> Ceiling Repairs (Other)	<input checked="" type="checkbox"/> Wall Repair (Water Damage)
Wall Repairs (Other)	<input checked="" type="checkbox"/> Floor Repairs (Tripping hazard)	<input checked="" type="checkbox"/> Floor Repair (Water Damage)
<input checked="" type="checkbox"/> Floor Repair (Other)	Siding Repair	<input checked="" type="checkbox"/> Deck/ stairs repair
<input checked="" type="checkbox"/> Kitchen/Bathroom (Leak Repair)	Insulation Repairs	Other: <u>Front porch deck fence</u>
Other:	Other: <u>Road on Property</u>	Other: <u>Back Deck fence in</u>

I affirm that the information on this application is true to the best of my knowledge.

Print applicant Name

Signature of Applicant

Date

7/12/21

Town of Bluffton
 Growth Management Department
 P O Box 386
 20 Bridge Street
 Bluffton, South Carolina 29910
 843-706-4522



Town of Bluffton
 Neighborhood Assistance Program
 Master Application

Case: _____

Minimum Requirements for Submittal
Neighborhood Assistance Program Master Application
Temporary Access Easement Agreement
Income Information in one of the following forms for <u>ALL</u> adult household members Three (3) consecutive payroll stubs <u>Social Security annual statement, Retirement statement, or stub</u> Bank statements-Deposit Snapshot from bank for social security income or income from other sources Previous year income tax return Certification of Zero Income
Proof of Ownership (Town Employees May be able to assist if County Tax Records are current)

I affirm that the information on this application is true to the best of my knowledge.

Print applicant Name

Signature of Applicant

Date

CERTIFICATION OF ZERO INCOME

(To be completed by adult household members only, if appropriate.)

Household Name: _____ Unit No. _____

Development Name: _____ City: _____

1. I hereby certify that I do not individually receive income from any of the following sources:

- a. Wages from employment (including commissions, tips, bonuses, fees, etc.);
- b. Income from operation of a business;
- c. Rental income from real or personal property;
- d. Interest or dividends from assets;
- e. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
- f. Unemployment or disability payments;
- g. Public assistance payments;
- h. Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
- i. Sales from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
- j. Any other source not named above.

2. I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.

3. I will be using the following sources of funds to pay for rent and other necessities: _____

Social Security benefits

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Signature of Applicant/Tenant

Printed Name of Applicant/Tenant

7/12/21
Date

Please email your completed application to ysmall@townofbluffton.com or contact Victoria Smalls at 843-706-7826 for further assistance.



Water damage to
kitchen sink
floorboard & wall
panel

Shingles on
roof appear
to be sinking
in areas





Arch of the
roof with
wilting
shingles



Ceiling and wall water
damage in bedroom



Ceiling water damage



Water damage to
floor under toilet and
wall panel



Water damage on
the opposite of
toilet on floor and
wall panel



Alfa Construction Services LLC
 20 Towne Drive #394
 Bluffton, SC 29910 US
 (843) 368-5579
 lisa@alfaconstructionservices.com

ADDRESS

Town of Bluffton
 Attn: Victoria Smalls
 PO Box 386
 Bluffton, SC 29910

Estimate 2173**DATE** 08/11/2021**SCOPE OF WORK****AMOUNT**

Roof: New roof and sheathing	8,200.00
Kitchen:	800.00
Replace broken pipe under sink	
Replace wet OSB board on back & bottom of sink cabinet	
Hall Bathroom:	1,350.00
Repair toilet leaks	
Repair sink leaks	
Replace soaking wet OSB board on back & bottom of sink cabinet	
Replace soaking wet wall board on left wall	
Ceilings:	4,400.00
Replace and paint 2 water damaged areas in master and guest bedrooms after roof replacement	
Note: to skim and redo entire ceilings	

TOTAL	\$14,750.00
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Accepted By

Accepted Date