



Affordable Housing Committee Meeting

Thursday, May 05, 2022 at 10:00 AM

Electronic Meeting

AGENDA

This meeting can be viewed live on [Beaufort County Channel](#), on Hargray Channel 9 and 113 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF THE AGENDA

IV. ADOPTION OF MINUTES

[1.](#) April 7, 2022 Minutes

V. PUBLIC COMMENTS

VI. OLD BUSINESS

VII. NEW BUSINESS

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

VIII. DISCUSSION

1. Hilton Head Regional Habitat for Humanity, Brenda Dooley, Executive Director

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.*

Executive Session - The public body may vote to go into executive session for any item identified for action on the agenda.

Affordable Housing Committee Meeting

Electronic Meeting

April 7, 2022

I. CALL TO ORDER

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

II. ROLL CALL

PRESENT

Town Councilman/Chairman Fred Hamilton

Town Councilman Dan Wood

Commissioner John Nickel

Commissioner Grace Staples

Commissioner Meg James

Commissioner Gwen Chambers

Victoria Smalls, Town of Bluffton Community Development Coordinator

Charlotte Moore, AICP, Principal Planner

Kevin Icard, AICP, Director of Growth Management

Stephen Steese, Town Manager

ABSENT

Commissioner Denolis Polite

III. ADOPTION OF THE AGENDA

Motion for adoption made by Councilman Dan Wood, Seconded by Gwen Chambers.

Voting Yea: Chairman Fred Hamilton, Meg James, Jon Nickel, Grace Staples

IV. ADOPTION OF MINUTES

March 3, 2022

Motion made by Councilman Dan Wood, Seconded by Meg James.

Voting Yea: Chairman Fred Hamilton, Gwen Chambers, Jon Nickel, Grace 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 Victoria Smalls presented the information to the Commission.

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

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

As of March 31, 2022, the available budget is \$90,509.16. \$99,490.84 has been paid out on roofing repairs, septic pump outs and income verification invoices.

As of March 31, 2022, 34 homes have been assisted and two homes are currently in line to start repairs. Two homes are waiting on work estimates for service.

No votes were taken.

2. 2022 Fair Housing Month

Ms. Smalls let the committee know that April is Fair Housing Month, and that April commemorates the 54th year of the signing of Title VIII of the 1968 Civil Rights Act, which guarantees fair housing opportunities for all Americans. The Proclamation will be signed on April 12th by Mayor Lisa Sulka at the Town of Bluffton Town Council Meeting.

Ms. Smalls gave an overview on the Heirs Property Workshop that was held on March 29th. She said there were nine participants and was confident that everyone in attendance was able to take away some very important information.

Town Manager Stephen Steese gave an update on the Town's RFP to develop affordable/workforce housing in partnership with a private developer. He had a meeting with the developer to talk through some of the details and concerns that the developer had, such as market conditions and timing of materials. Town Manager Steese stated that it was a positive meeting. There is some wording and language that we can iron out that might impact their project, but the developers are working on finalizing their architectural and engineering costs. The plan is to bring that information to the May Town Council meeting to review and get this project moving forward. The first location we are looking to get started is 1095 May River Road where there will be 12 to 14 single family units. Once this is finalized, we can move on to our other two projects on Bluffton Road.

Commissioner Staples asked where will the 12 to 14 single family units be located. Town Manager Steese replied Town - owned property located at 1095 May River Road. There are some site layout potentials and depending on how the homes are designed, they will be detached, or they can put a couple of townhomes which will give us a dozen plus or minus on the property. The goal is to make these all-owner-occupied units.

3. Community Works: Tammie Hoy Hawkins, Chief Executive Officer

Community Works is a nonprofit loan fund that finances affordable housing developments. They work predominantly with nonprofit developers to preserve or produce affordable housing.

Commissioner Staples asked is there a website that we can visit?

Tammie Hoy – The website is communityworkscarolina.org

Councilman Dan Wood asked do we have any Heirs Property success stories. If we were to ever turn up a success story, he would love to hear about it.

Ms. Smalls replied, sure. Like I mentioned the nine residents that attended our meeting were really in tuned with what was being shared. Once we get a success story, I will be sure to let you all know.

Councilman Dan Wood added that a success story could be that they were able to market their land and sell because they wanted to, or they were able to keep their property without it begin tied up with twenty other people.

Commissioner Staples said she attended the meeting and was amazed about the information that we received on forestry.

Chairman Hamilton stated that he is a part of a group that meets once a month at Penn Center that is trying to help educate people that have Heirs Property situations and that most of what is important is education because there is so many distinct aspects to why Heirs Property exists.

Councilman Dan Wood made mention about down payment assistance. He remembered that six years ago he met with St. Joseph's Candler in Savannah, and they were offering down payment assistance to their employees; \$5,000 down payment to workers to stay at their site and at the end of the time period - three to five years - they would forgive that. He thought we should have this discussion as a council or invite someone like them to participate in our meetings.

Commissioner Chambers asked if there is a way to look at developers who can do construction loans for people who own their property and developers who will help build a home for less than a million dollars on owner - owned properties.

Chairman Hamilton replied, he was not positive but he thought if you own the property, you must find a contractor and then find a bank or lender that will give you the loan and it will be between you and the bank about who that contractor will be.

Commissioner Chambers asked if there is any way we can explore it for affordability in helping individuals that currently have property and want to build on their own land.

Mr. Icard answered that staff has started working on trying to figure out some alternatives. One is down payment assistance; we are looking to see what programs are available on federal, state and local levels.

Chairman Hamilton asked can we arrange breakout committees from this Affordable Housing Committee to head a program finding private homeownership assistance. Maybe we can assign separate roles to committee members to work with staff. This can give us a more effective way of finding different avenues and partners in the community.

Meg James asked if the 1095 project will be a deed restriction project or covenants.

Chairman Hamilton answered, yes, all our projects will fall under deed restrictions or covenants.

IX. DISCUSSION

X. ADJOURNMENT

Chairman Fred Hamilton adjourned the meeting at 10:38 am.



MEMORANDUM

TO: Affordable Housing Committee

FROM: Victoria Smalls, Community Development Coordinator

CC: Heather Colin, AICP, Assistant Town Manager; Kevin Icard, AICP, Director of Growth Management; Charlotte Moore, AICP, Principal Planner

RE: Neighborhood Assistance Program Budget Update

DATE: April 7, 2022

The adopted budget for the FY22 Neighborhood Assistance Program was \$190,000.00

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

- As of April 28, 2022, the available budget is \$90,509.16. \$99,490.84 has been paid out on roofing repairs, septic pump outs and income verification invoices. Our estimated spending is \$14,635, which are invoices that have not been paid out as of April 28th.
- As of April 28, 2022, 34 homes have been assisted. Five homes are waiting on repair estimates and 2 will begin repair work within the upcoming days.

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	\$150,000	\$91,305.84	*\$12,700(1)	\$45,994.16	19
Property Maintenance					
a. Abatement/ Demolition of Unsafe Structures	\$15,000			\$15,000	
b. Property Clean Up/Septic Pumpout	\$5,000	\$2,035	*\$75(1)	\$2,890	8
c. Private Road Repair for Emergency Access	\$9,000			\$9,000	
d. E-911 Addressing	\$1,000			\$1,000	
e. Tree Mitigation	\$10,000	\$6,150	* \$1,860(2)	\$1,990	7
Budget	\$190,000	\$99,490.84	*\$14,635	\$90,509.16	34

Last Updated Date: April 28, 2022

*Estimated spending amount are funds that haven't been paid to a contractor or work has not been completed. “()” represents the number of homes in the estimated count.

** Lowcountry Council of Government Income Verification invoice is included.