



Affordable Housing Committee Meeting

Thursday, April 13, 2023, at 10:00 AM

**Theodore D. Washington Municipal Building, 20 Bridge Street, Henry "Emmett"
McCracken Jr. Town Council Chambers**

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. March 2, 2023

V. OLD BUSINESS

VI. NEW BUSINESS

1. FY23 Neighborhood Assistance Program Budget Update
2. 2023 Fair Housing Month Proclamation

VII. PUBLIC COMMENTS

VIII. DISCUSSION

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

March 2, 2023, Minutes

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

Commissioner Dan Wood

Commissioner Grace Staples

Commissioner Denolis Polite

Commissioner Doug Magill

Commissioner Gwen Chambers arrived at 10:07

Commissioner Meg James arrived at 10:24

Kevin Icard, Director of Growth Management

Victoria Smalls, Community Development Coordinator

Charlotte Moore, Principal Planner

III. ADOPTION OF THE AGENDA

Motion for adoption made by Commissioner Polite, Seconded by Commissioner Chambers

Voting Yea: Chairman Hamilton, Commissioner Wood, Commissioner Staples, Commissioner Magill

IV. ADOPTION OF MINUTES

March 2, 2023

Motion made by Commissioner Wood, Seconded by Commissioner Polite.

Voting Yea: Chairman Hamilton, Commissioner Magill, Commissioner Chambers, Commissioner Staples

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

1. Neighborhood Assistance Program Budget Update

The adopted budget for the FY23 Neighborhood Assistance Program is \$190,000.00.

As of February 23, 2023, a total of 41 homes have been serviced for home repairs such as roofing, wet and damaged floors and septic pump out totaling \$186,935.

For the Home Repair program, \$173,322 has been spent.

For abatement/demolition, \$350 has been spent.

For property cleanup and septic pump out, \$6,263 has been spent.

For tree mitigation, \$7,000 has been spent.

To date \$23,065 remains in budget.

To date, seven applications have been approved for repairs and are waiting on estimates. Five applications have been turned in and have not yet been income verified by Lowcountry Council of Governments.

2. Introduction of new committee member Doug Magill – bio read by Staff Member Smalls.

VII. PUBLIC COMMENTS

Meredith Watson – Mortgage Broker at South State Bank

Watson stated that she is visiting today's meeting to educate the public on some of the loan programs that South State Bank offers. One major program she wants the committee to know about is the Buyer's Advantage Program that offers 100% financing with no mortgage insurance. This program can be beneficial to lower income applicants that do not exceed 80% of the area median income. South State Bank also offers renovation loans.

Shannon Green – Works in Bluffton

Ms. Green gave an update on her 60-day apartment finding journey here in the Town of Bluffton. Green is trying to secure an apartment at Bluestone Apartments on the parkway. When she became interested on January 2nd the cost of the apartment was \$1500, when she paid her fees and submitted her application on January 19th the cost increased to \$1520. By the 20th of the month the apartment rate was now \$1600. The housing agent mentioned to Green that the complex uses a special calculation to determine rates. The algorithm that Bluestone uses is set on a supply and demand factor which brings the current monthly rate of the same apartment to \$2010.

Ms. Green gave an example of Sonoma County California's rental cap of setting a 10% CAP on a year-to-year basis, so the increase could not exceed that 10% or they would be considered price gouging.

Committee member Meg James – stated that she was late due to her attending the Beaufort Chamber Economic Forecast Meeting, she stated that the rental rates unfortunately will continue to stay where they are, not necessarily increasing or decreasing. Committee member James also shared what she learned about the permit fees and the updating of the fee schedules between local municipalities and Beaufort County. James mentioned that Bluffton and Hilton Head Island had still not signed off; her understanding is they do not intend to collect fees on behalf of the County. If this happens, it needs to be discussed what the process will be for the fee schedule.

VIII. DISCUSSION**1. 1095 May River Road Update, Kevin Icard, Director of Growth Management**

Kevin Icard, staff met with State of Mind LLC, along with the engineers, the architect and land planners. This group met to go over the comments that were provided on the site plans. At this time there are 14 units that would be townhomes. There are three buildings in total, two buildings having five units and one building with four units.

Staff will bring this information to the Town Council during their March meeting.

Staff member Icard mentioned that there still is no timeline to provide and that the affordability side of keeping costs down for the future homeowners will be discussed in the executive session of Town Council in March.

Kevin Icard mentioned that the Affordable Housing's Neighborhood Assistance Program won the Public Service Achievement Award from the Municipal Association of South Carolina.

IX. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 10:41 am.



MEMORANDUM

TO: Affordable Housing Committee

FROM: Victoria Smalls, Workforce and Affordable Housing Manager

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 13, 2023

The adopted budget for the FY23 Neighborhood Assistance Program was \$190,000. An additional \$20,000 was placed into the account on January 10, 2023, to make an amended budget of \$210,000. During the March 14, 2023, Town Council meeting, Council approved an additional \$100,000 be added to the Neighborhood Assistance Program Budget which brought the overall fund balance to a total of \$310,000.

As of April 6, 2023, a total of 48 homes have been serviced for home repairs such as roofing, wet and damaged floors and septic pump out totaling \$257,920.10. The remaining budget for the 2023 fiscal year is \$52,079.90.

To date, six residents are waiting for repair estimates and repairs have begun on six homes.

ATTACHMENTS:
Attachment 1: FY23 Budget Plan Update

Town of Bluffton
Growth Management Department
Planning & Community Development Division
Affordable Housing Committee Budget Plan
Neighborhood Assistance Program & Approved

Task	Adopted Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation					
a. Home Repair	\$265,000 ¹	\$243,403		\$21,597	28
Property Maintenance					
a. Abatement/Demolition of Unsafe Structures	\$15,000	\$350		\$14,650	1
b. Property Clean Up/Septic Pumpout	10,000 ²	\$7,167		\$2,833	13
c. Private Road Repair for Emergency Access	\$9,000				
d. E-911 Addressing	\$1,000				
e. Tree Mitigation	\$10,000	\$7,000			4
Total	\$310,000.00	\$257,920		\$52,080	46

1. Original budget of \$150K was increased to \$245K by way of post-budget transfer (\$20K), post-budget increase (\$95K) and a line item increase (\$10K).
2. Original budget of \$5K was increased to \$10K by way of post-budget increase (\$5K).



MEMORANDUM

TO: Affordable Housing Committee
FROM: Victoria Smalls, Workforce and Affordable Housing Manager
CC: Kevin Icard, Director of Growth Management
Heather Colin, Assistant Town Manager
RE: April Fair Housing Month
DATE: April 6, 2023

BACKGROUND

April 2023 marks the 55th anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans.

A resolution will be presented at the April 11, 2023, 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. A copy of the proposed resolution is attached.

ATTACHMENTS

1. 2023 Fair Housing Month Resolution



TOWN OF BLUFFTON
Fair Housing Month Proclamation

WHEREAS, April 6, 2023, marks the 55th anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

WHEREAS, the principle of fair housing is not only state and national law and policy, but a fundamental human concept and entitlement for all citizens; and

WHEREAS, the Town of Bluffton desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

WHEREAS, the Town of Bluffton rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or family status in the sale, rental, or provision of other housing services; and

WHEREAS, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of ages, genders, people of all colors, ethnic backgrounds, and religious traditions; and

WHEREAS, interested parties from both the private and public sectors will participate in a town, state and national effort to promote fair housing.

NOW THEREFORE, I, Lisa Sulka, Mayor of Bluffton, along with Bluffton Town Council do hereby proclaim the month of April 2023 as “FAIR HOUSING MONTH” in the Town of Bluffton to establish Bluffton as an inclusive community committed to fair housing for all residents and prospective residents of Bluffton.

Dated this 11th day of April 2023.

Lisa Sulka, Mayor