



Affordable Housing Committee Meeting

Thursday, September 07, 2023 at 10:00 AM

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. August 3, 2023

V. OLD BUSINESS

VI. NEW BUSINESS

1. FY24 Neighborhood Assistance Program Budget Update

VII. PUBLIC COMMENTS

VIII. DISCUSSION

1. November meeting date change

1095 May River Road Update

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. Auditory accommodations are available. 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 is limited to 3 minutes per speaker.*

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

August 3, 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 Doug Magill

Commissioner Gwen Chambers

Commissioner Meg James arrived at 10:04

Victoria Smalls, Workforce and Affordable Housing Manager

Charlotte Moore, Principal Planner

ABSENT

Commissioner Denolis Polite

III. ADOPTION OF THE AGENDA

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

Voting Yea: Chairman Hamilton, Commissioner Wood, Commissioner Staples

IV. ADOPTION OF MINUTES

June 1, 2023

Motion made by Commissioner Magill, Seconded by Commissioner Chambers.

Voting Yea: Chairman Hamilton, Commissioner Chambers, Commissioner Staples

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

Neighborhood Assistance Program Budget Update

Fiscal Year 2024 started on July 5th and the approved Neighborhood Assistance Budget is \$290,000.

To date two homes have been serviced at a total of \$19,190. Six homes are lined up to begin in the next week with services varying from roof repairs to broken windows.

Staff joined with the Bluffton Township Fire District and had our first smoke detector installation on Wednesday, July 19 and the second installation on Wednesday August 2. In total we supplied 49 smoke detectors throughout 13 homes.

Commissioner Magill asked what the total was spent last year on the Neighborhood Assistance Program. Staff will provide the amount at the September meeting.

Commissioner Staples asked where staff got the list of names for the smoke detectors. Smalls answered that these are homes that we have already serviced over the years, and she made calls to see if these families wanted to have their detectors inspected.

VII. PUBLIC COMMENTS

There were no public comments.

VIII. DISCUSSION

1095 May River Road update was given by Chairman Hamilton and Commissioner Wood. Chairman Hamilton stated that there is no significant update to make but there is progress being made. One thing that stood out is the design of the structure fits in with its surrounding area and the other homes nearby.

There will be three buildings, four units each totaling 12 homes. The three bedrooms will be a little over 1500 sq ft and the two bedrooms will be just under 1200 sq ft.

One of the dilemmas we are being faced with right now is permitting and the timeframe for permit approval.

Commissioner Wood believes the units look nice on paper. Wood mentioned that he let the builders know that they must try and keep the material cost down so that we can afford to build.

Commissioner Staples asked if there were any dates available on when the units would be ready for occupancy. Chairman Hamilton answered that timing all plays a part with permitting issues and time frame. Once permitting is approved, the timeframe would be 180 days from when they get permitted.

Smalls let the committee know that there have been a lot of requests for foundation repairs, and that is a job that the Town cannot cover at this time. But they're other agencies that these families can be referred to.

Commissioner James mentioned that certain lumberyards in the area maybe willing to donate scrap lumber or other material for some repairs.

IX. ADJOURNMENT

Chairman Hamilton adjourned the meeting at 10:24 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: September 7, 2023

The budget for Fiscal Year 2024 Neighborhood Assistance Budget has been approved at \$290,000.

To date 13 homes have been serviced for home repairs such as roofing and interior repairs totaling \$115,840. Two homes have been serviced for septic pump out, totaling \$800 and one home for tree service totaled at \$5,500. As of today 16, homes have been serviced through the Neighborhood Assistance Program.

Four homes will be visited by staff to evaluate homes for repairs, five homes are waiting on estimates and applications are still being accepted.

ATTACHMENTS:
Attachment 1: FY24 Budget Plan Update

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

Task	Approved Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation					
a. Home Repair	\$255,000	\$66,470	\$49,370	\$139,160	13
Property Maintenance					
a. Abatement/Demolition of Unsafe Structures	\$6,000				
b. Property Clean Up	\$6,000				
c. Septic Pumpout	\$3,000	\$800		\$2,200	2
d. Private Road Repair for Emergency Access	\$8,000				
e. E-911 Addressing	\$1,000				
f. Tree Mitigation	\$11,000	\$5,000		\$6,000	1
Total	\$290,000.00	\$72,270	\$49,370	\$168,360	16

As of August 31, 2023