



# Affordable Housing Committee Meeting

Thursday, June 03, 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.](#) May 6, 2021

#### V. PUBLIC COMMENTS

#### VI. OLD BUSINESS

#### VII. NEW BUSINESS

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

#### VIII. DISCUSSION

1. Humanities Foundation-- Michael Meyer, Director of Planning & Development

#### 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.*

# Affordable Housing Committee Meeting

Electronic Meeting

May 06, 2021

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## 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

Chairman Hamilton called the meeting to order at 10:01am.

### II. ROLL CALL

PRESENT

Chair/Council Member Fred Hamilton

Council Member Dan Wood

Committee Member Gwen Chambers (arrived at 10:07am)

Committee Member LeDeen Hangen

Committee Member Meg James

Committee Member Jon Nickel

ABSENT

Committee Member Denolis Polite

### III. ADOPTION OF THE AGENDA

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 Hangen, Committee Member James, Committee Member Nickel

### IV. ADOPTION OF MINUTES

1. April 1, 2021

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

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

### 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 Committee which is incorporated into these minutes.

The remaining 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 was spent (including households in progress).

- As of April 29, 2021, 3 homes are waiting on work to begin in the next few days, 1 home is being wrapped up, 1 home is still waiting on work estimates and 1 resident is waiting on income verification.

Chairman Hamilton asked for the number of homes that have been assisted. Smalls informed the Chairman that 15 homes have been assisted-- 11 homes with minor repairs, 4 septic pump-outs and 1 tree mitigation. Chairman Hamilton then stated that he wants to work on how we can get those that had to have septic pump-outs on sewer. Councilman Wood asked the location of the homes that needed septic pump-outs, Smalls let the Committee know that the homes were mostly in the Buck Island area.

Staff member Smalls announced to the Committee that there will be a Buck Island-Simmons ville community meeting on Thursday, June 10, 2021 at The Rotary Center to discuss issues such as these. This meeting will be open to the public and COVID-19 guidelines will be followed. Smalls also said that the Town of Bluffton's Engineering Department will be there to give an update on the sewer project.

## 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

Deputy City Manager of the City of Hardeeville, Matthew Davis, presented an Affordable/Workforce Housing Update to the Commission which is incorporated into these minutes.

Davis stated that he believes Hardeeville is a bit more fortunate than other municipalities due to the city having in excess of 2,000 in attainable housing units split up between single family townhouses & multifamily. Davis then stated that affordable housing in Hardeeville is 70%-100% of average median income (AMI).

Councilman Dan Wood stated that Davis talked about Developer fee reduction based on price points. Wood asked if Davis was referring to the housing or the AMI or both together. Davis stated that if the residents price point falls within that range and they can afford the house then the resident would receive that credit.

Committee member James asked Davis what he meant when he was talking about training the workforce. Davis stated that the City of Hardeeville was gifted several thousand dollars that allowed them to partner with Palmetto Goodwill allowing for some certification classes for welding, fork lift operation and CDL.

Chairman Hamilton asked what the covenants are with these developers and if they have a certain requirement for attainable housing. Davis stated that the City of Hardeeville does not have thresholds for specific development. Hamilton then asked for the specifics on the price point range. Davis stated that they are in the \$150,000-\$200,000 range.

Senior Planner of the Town of Hilton Head Island, Jayme Lopko, presented an Affordable/Workforce Housing Update to the Commission which is incorporated into these minutes.

Lopko stated that the Town of Hilton Head Island identified workforce housing as a priority years ago. In August of 2018 the Town hired a consultant, Lisa Sturtevant & Associates, LLC to draft a workforce housing Strategic Plan. The plan was adopted by Council in 2019.

#### WFH Strategic Plan 8 Recommendations

1. Housing Trust Fund
2. Commercial Re-Use Policy
3. Make Town-Owned Land Available
4. Density Bonus Program
5. Employer Assisted Housing
6. Tax & Impact Fee Rebates
7. Home Link/Home Sharing Program
8. Make rental projects more competitive for LIHTC

Workforce Housing is housing that is affordable to households earning 60%-100% of the Area Median Income (AMI) for Beaufort County including 60-80% AMI for rental & 80-100% AMI for owner-occupied.

Committee member James asked if there is already a project underway where a commercial space has been converted to Affordable Housing units. Lopko stated that there are currently no projects underway but there has been interest from developers. Lopko also stated that in order to be eligible for affordable housing on Hilton Head, you must work for a licensed business in the Town of Hilton Head Island.

Interim County Administrator of Beaufort County, Eric Greenway, was unable to attend the meeting. Robert Merchant the Community Development Department Deputy Director of Beaufort County filled in for him. Merchant presented the information to the Committee which is incorporated into these minutes.

Merchant stated that a big topic in Affordable Housing right now is the Affordable Housing Trust Fund. Beaufort County is working jointly with Jasper County, City of Beaufort, Port Royal, Yemassee, Bluffton, Hilton Head Island and Hardeeville. Merchant stated the company hired to assist with this process, Asakura Robinson, is about 50% through getting the trust fund setup.

Chairman Hamilton asked Merchant if he could explain how impact fees will help the affordable housing component. Merchant stated that by state law, Beaufort County cannot

waive impact fees. Chairman Hamilton then asked if there is eligibility for impact fees to be reduced for affordable housing. Merchant stated there is a form that the perspective income eligible resident could fill out to apply for a waiver.

**IX. ADJOURNMENT**

Chairman Hamilton adjourned the meeting at 11:00am.



## 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: June 3, 2021

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The total available budget for the FY21 Neighborhood Assistance Program is \$80,076.03.

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

- As of May 27, 2021, \$93,233.97 has been spent (including households in progress).
- As of May 27, 2021, 1 home is waiting on work to begin in the next few days, 3 homes are currently begin worked (those fees are listed in the estimated spending column).
- As of May 27, 2021, 19 homes have been repaired or serviced through the Neighborhood Assistance Program during the 2021 Fiscal Year.

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	\$93,233.97	\$13,235	\$43,531.03	12
Property Maintenance					
a. Abatement/ Demolition of Unsafe Structures	\$15,000			\$15,000	
b. Property Clean Up/Septic Pumpout	\$5,000	\$1,543		\$3,457	5
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	\$1,530	\$8,088	2
Budget	\$190,000	\$95,158.97	\$14,765	\$80,076.03	19

Last Updated Date: May 27, 2021

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