



TOWN OF BLUFFTON
AFFORDABLE HOUSING COMMITTEE MEETING AGENDA
ELECTRONIC MEETING

Thursday, January 7, 2021 10:00 a.m.

This meeting can be viewed on the Town of Bluffton's Facebook page starting at 10:00 a.m.
<https://www.facebook.com/TownBlufftonSC/>

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. ADOPTION OF MINUTES – December 3, 2020
- V. ADOPTION OF 2021 MEETING DATES
- VI. PUBLIC COMMENTS
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
 - 1. Neighborhood Assistance Program Budget Update
 - 2. FY 2022 Budget Review & Recommendation
- IX. PUBLIC COMMENTS
- X. DISCUSSION
- XI. ADJOURNMENT

NEXT MEETING DATE: Thursday, February 4, 2021

* Public Comments may be submitted electronically via the Town's website at (<https://bit.ly/TOBPublicComment>) or by emailing your comments to the Growth Management Coordinator at dmclain@townofbluffton.com. Comments will be accepted up to 2 hours prior to the scheduled meeting start time. All comments will be read aloud for the record and will be provided to the Affordable Housing Committee.

"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.

TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE
Electronic Meeting
Thursday, December 3, 2020 Meeting Minutes

Present: Chairman, Councilman Fred Hamilton; Jon Nickel; Councilman Dan Wood; Meg James; and LaDeen Hangen

Absent: Gwen Chambers; Denolis Polite

Staff: Victoria Smalls, Community Development Coordinator; Darby McLain, Growth Management Coordinator; and, Charlotte Moore, Principal Planner

I. CALL TO ORDER

Chairman Hamilton called the meeting to order at 10:02 a.m.

II. ROLL CALL

Committee member Hangen was not present for the roll call but arrived at 10:03 a.m.

III. ADOPTION OF AGENDA

Nickel made a motion to adopt the December 3, 2020, Affordable Housing Committee Agenda. Hangen seconded the motion. All were in favor and the motion passed.

IV. ADOPTION OF MINUTES – November 19, 2020

Councilman Wood made a motion to adopt the November 19, 2020, Affordable Housing Committee meeting minutes. James seconded the motion. All were in favor and the motion passed.

V. PUBLIC COMMENTS

There were no Public Comments.

VI. OLD BUSINESS

No Old Business.

VII. NEW BUSINESS

1. Neighborhood Assistance Program Budget

Community Development Coordinator, Victoria Smalls, presented the 2021 Affordable Housing Work Plan. The total available budget is \$167,494.80. As of November 24, 2020, the total amount spent on repairs was \$20,797.70.

Three homes are being worked on for roof repairs, window, and door replacements. One resident waiting for income verification. Three residents are waiting on home visits for work inspection.

Smalls provided a breakdown of how budget was being spent since the last AHC meeting in November. The only difference from the previous meeting breakdown was the addition of two septic pump outs.

VIII. PUBLIC COMMENTS

There were no Public Comments.

IX. DISCUSSION

James asked about Heirs Property seminar on Monday. Chairman Hamilton and Smalls asked her to forward information on the seminar.

James asked about the meeting calendar for 2021. Smalls said that the calendar had not yet been provided, that the next meeting will be January 7 and that the committee will vote to adopt the 2021 meeting dates and the next meeting.

Chairman Hamilton mentioned that Town Council will be discussing the terms of the contract with the possible housing company.

X. ADJOURNMENT

Councilman Hamilton adjourned the December 3, 2020 Affordable Housing Committee Meeting at 10:10 a.m.



TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE 2021 Meeting Schedule

MEETING DATES
January 7, 2021
February 4, 2021
March 4, 2021
April 1, 2021
May 6, 2021
June 3, 2021
July 1, 2021
August 5, 2021
September 2, 2021
October 7, 2021
November 4, 2021
December 2, 2021

REGULAR MEETINGS ARE HELD THE 1st THURSDAY OF EACH MONTH AT 10:00 A.M.

Please Note: Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.



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
SUBJECT: FY 2021-2022 Budget Review (Committee Recommendation)
DATE: January 7, 2021

BACKGROUND

The Neighborhood Assistance Program was created 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.

This past fiscal year (as of the date of this report) the program helped ten families to-date. A total of \$23,236 has been or will be spent within the 2020 fiscal year. Town staff has provided a proposed budget which includes \$150,000 for minor home repairs, \$15,000 for abatement/demolition of unsafe structures, \$10,000 for tree mitigation, \$5,000 for property clean-up, \$9,000 for private road repair, \$1,000 for E-911 addressing and to roll over the remaining funds into the fiscal year 2022 budget as General Fund Carryover to Capital Improvement Program (CIP) and existing \$880.321 in Anticipated CIP Fund Carryover (See Attachment 1).

RECOMMENDATION

Town Staff requests that the Affordable Housing Committee provide a recommendation to Town Council for the Neighborhood Assistance Program FY21-22 budget.

The Affordable Housing Committee has the authority to take the following actions:

- Recommend approval of the budget as presented; or
- Recommend approval of the budget with modifications.

Attachments:

1. AHC Workplan Draft



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: January 7, 2021

The total available budget for the FY21 Neighborhood Assistance Program is \$166,764. Town Staff is continuing to process applications to assist income qualified residents of Bluffton.

- As of December 28, 2020, \$23,236 has been spent (including households in progress).
- As of December 28, 2020, six (6) residents are waiting on work estimates so that work can begin; one (1) resident is waiting on income verification.

ATTACHMENTS:

- A. FY21 Budget Plan