



**TOWN OF BLUFFTON  
AFFORDABLE HOUSING COMMITTEE MEETING AGENDA  
ELECTRONIC MEETING**

Thursday, February 4, 2021 10:00 a.m.

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

**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 AGENDA
- IV. ADOPTION OF MINUTES – January 7, 2021
- V. PUBLIC COMMENTS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - 1. Neighborhood Assistance Program Budget Update
- VIII. PUBLIC COMMENTS
- IX. DISCUSSION
- X. ADJOURNMENT

\*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](mailto:dmclain@townofbluffton.com). Comments will be accepted up 2 hours prior to the scheduled meeting start time. All comments will be provided to the Affordable Housing Committee.

**NEXT MEETING DATE: Thursday, March 4, 2021**

“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 Chairperson of the Committee. Public comment must not exceed three (3) minutes.

TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE  
Electronic Meeting  
Thursday, January 7, 2021 Meeting Minutes

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

Absent: Denolis Polite

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

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I. CALL TO ORDER

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

II. ROLL CALL

III. ADOPTION OF AGENDA

Nickel made a motion to adopt the January 7, 2021, Affordable Housing Committee Agenda. Hangen seconded the motion. All were in favor and the motion passed.

IV. ADOPTION OF MINUTES – December 3, 2020

Councilman Wood made a motion to adopt the December 3, 2020, Affordable Housing Committee meeting minutes. Nickel seconded the motion. All were in favor and the motion passed.

V. ADOPTION OF 2021 MEETING DATES

Hangen made a motion to adopt the 2021 Meeting Dates. Nickel seconded the motion. All were in favor and the motion passed.

VI. PUBLIC COMMENTS

There were no Public Comments.

VII. OLD BUSINESS

No Old Business.

VIII. NEW BUSINESS

1. Neighborhood Assistance Program Budget Update

Staff member Victoria Smalls presented stating that in the past fiscal year the Neighborhood Assistance Program helped ten families. A total of \$23,236 has been or will be spent within the 2021 Fiscal year. Town staff has provided a proposed budget which includes \$150,000 for minor home repairs, \$15,000 for abatement/demolition of unsafe structure, \$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 \$880.32 in Anticipated CIP Fund carryover.

## 2. FY 2022 Budget Review & Recommendation

Smalls presented the FY 2022 Budget Review & Recommendation. The total available budget for the FY2022 Neighborhood Assistance Program is \$166,76. 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.

Nickel made a motion to adopt the FY 2022 Budget. Hangen seconded the motion. All were in favor and the motion passed.

## IX. PUBLIC COMMENTS

There were no Public Comments.

## X. DISCUSSION

No discussion.

## XI. ADJOURNMENT

Councilman Hamilton adjourned the January 7, 2021 Affordable Housing Committee Meeting at 10:18a.m.



## 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:** February 4, 2021

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The total available budget for the FY21 Neighborhood Assistance Program is \$166,765. Town Staff is continuing to process applications to assist income qualified residents of Bluffton.

- As of January 28, 2021, \$23,235 has been spent (including households in progress).
- As of January 28, 2021, two (2) residents are waiting on work estimates so that work can begin and two (2) residents home repairs have started.

**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	\$21,310		\$128,690	5
Property Maintenance					
a. Abatement/ Demolition of Unsafe Structures	\$15,000			\$15,000	
b. Property Clean Up/Septic Pumpout	\$5,000	\$1,543		\$3,457	4
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		\$9,618	1
<b>Total Budget</b>	<b>\$190,000</b>	<b>\$23,235</b>		<b>\$166,765</b>	

Last Updated Date: January 28, 2021

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