



Affordable Housing Committee Meeting

Thursday, May 01, 2025 at 10:00 AM

**Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC**

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 113 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

[1.](#) April 3, 2025

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

[1.](#) FY25 Neighborhood Assistance Program Budget Update

VII. DISCUSSION

[1.](#) 2025 Area Median Income Limits

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, June 5, 2025

“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.

Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

**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. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.

Affordable Housing Committee Meeting

Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers, 20
Bridge Street, Bluffton, SC

April 03, 2025

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 113 or on Spectrum Channel 1304.

I. CALL TO ORDER

April 3, 2025, Affordable Housing Committee meeting was called to order at 10:01am.

II. ROLL CALL

PRESENT

Chair Fred Hamilton

Committee Member Gwen Chambers

Committee Member Meg James

Committee Member Denolis Polite

Committee Member Doug Magill

ABSENT

Council Member Emily Burden

III. ADOPTION OF MINUTES

1. March 6, 2025

A motion was made by Commissioner Magill to approve March 6, 2025, minutes.

The motion was seconded by Commissioner Chambers.

Voting Yea: Chair Hamilton, Commissioner James, Commissioner Polite.

IV. PUBLIC COMMENT

No public comment

V. OLD BUSINESS

No old business

VI. NEW BUSINESS

1. FY25 Neighborhood Assistance Program Budget Update

The budget for the Neighborhood Assistance Program for FY 2025 has been approved at \$400,000 by Town Council. An additional \$144,000 was added to the budget by a grant awarded to the program by Beaufort Jasper Housing Trust on August 22. That brings the 2025 fiscal year budget to \$544,000.

Twenty-five homes have received home repairs at a total of \$224,112 and one job is encumbered for \$11,020.

Seven homes have been serviced for septic pump outs or plumbing services at a total of \$3,463.

One home has been serviced for tree service at a total of \$450.00

One home has been demolished due to Hurricane Helene at a total of \$4,200.

Three homes are currently being worked on.

Four homes are waiting on estimates to be submitted.

One home will be visited by Save the Shutters.

One home is waiting for a walk through with the Town's building safety.

2. 2025 Fair Housing Month Proclamation

Staff Member Smalls shared the 2025 Fair Housing Month Proclamation that will be signed by Mayor Toomer at the May 8, 2025, Town Council Meeting.

The Community Housing Services Agency of Savannah is hosting a trolley tour to look at affordable/workforce housing across Chatham County. The Committee members will be attending on Friday, June 27, 2025.

Staff Smalls informed the Committee that trees have started to come down at the Town's affordable housing project, The May. Smalls will keep the Committee up to date with the project's progress through videos and pictures.

VII. DISCUSSION

1. Sophia Paulick, Development Specialist, Woda Cooper Companies Inc.

Sophia Paulick gave a summary of Woda Cooper Companies Inc. and how they have been building affordable housing developments throughout South Carolina. Ms. Paulick shared with us the projects that the company has done in neighboring towns.

Beaufort Memorial Hospital (BMH) is partnering with Woda Cooper to develop Livewell Terrace, a development that will be located on Buckwalter Road and will be a workforce housing project for BMH employees. Applications for this project have not yet been submitted to the Town of Bluffton.

VIII. ADJOURNMENT

The April 3, 2025, meeting was adjourned at 10:30am.

IX. NEXT MEETING DATE: Thursday May 1, 2025



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: May 1, 2025

The budget for the Neighborhood Assistance Program for FY 2025 has been approved at \$400,000 by Town Council. An additional \$144,000 was added to the budget by a grant awarded to the program by Beaufort Jasper Housing Trust on August 22. That brings the 2025 fiscal year budget to \$544,000.

Twenty-five homes have received home repairs at a total of \$262,832 and two jobs are encumbered for \$14,447.

One home has been demolished due to Hurricane Helene at a total of \$4,200.

One home requested a roll away trash bin for property clean up. The delivery fee was \$168. The final invoice has not been paid for a total of \$644.

Seven homes have been serviced for septic pump outs or plumbing services at a total of \$3,463.

One home has been serviced for tree service at a total of \$450.00 and another encumbered for \$945.

As of April 24, seven homes are waiting on estimates, five homes are being serviced, and three homes are waiting on income verification.

ATTACHMENTS:
Attachment 1: Program Budget Update

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

Task	Approved Budget	Invoices Paid	Encumbrances	Requisitions	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation						
a. Home Repair	\$494,000	\$262,832	\$14,447		\$216,721	27
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000	\$4,200			\$5,800	1
b. Property Clean Up	\$10,000	\$168	\$476		\$9,356	1
c. Septic Pumpout	\$10,000	\$3,463			\$6,537	7
d. Private Road Repair for Emergency Access	\$3,000				\$3,000	
e. E-911 Addressing	\$2,000				\$2,000	
f. Tree Mitigation	\$15,000	\$450		\$945	\$13,605	2
Total	\$544,000.00	\$271,113	\$14,923	\$945	\$257,020	38

As of April 24, 2025

2025 Beaufort County, South Carolina Area Median Income (AMI) Limits

Income Limits	Number of Persons in Household							
	One (1)	Two (2)	Three (3)	Four (4)	Five (5)	Six (6)	Seven (7)	Eight (8)
30% <i>Extremely Low</i>	\$ 23,150	\$ 26,450	\$ 29,750	\$ 33,050	\$ 37,650	\$ 43,150	\$ 48,650	\$ 54,150
50% <i>Very Low</i>	\$ 38,600	\$ 44,100	\$ 49,600	\$ 55,100	\$ 59,500	\$ 63,950	\$ 68,350	\$ 72,700
60% <i>Moderately Low</i>	\$ 46,320	\$ 52,920	\$ 59,520	\$ 66,120	\$ 71,400	\$ 76,740	\$ 82,020	\$ 87,240
80% <i>Low</i>	\$ 61,700	\$ 70,500	\$ 79,300	\$ 88,100	\$ 95,150	\$ 102,200	\$ 109,250	\$ 116,300
100% <i>Median</i>	\$ 78,750	\$ 90,000	\$ 101,250	\$ 112,500	\$ 121,500	\$ 130,500	\$ 139,500	\$ 148,500
120% <i>Moderate</i>	\$ 94,500	\$ 108,000	\$ 121,500	\$ 135,000	\$ 145,800	\$ 156,600	\$ 167,400	\$ 178,200
150% <i>High</i>	\$ 118,130	\$ 135,000	\$ 151,880	\$ 168,750	\$ 182,250	\$ 195,750	\$ 209,250	\$ 222,750