



Affordable Housing Committee Meeting

Thursday, April 02, 2026 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 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

[1.](#) March 12, 2026

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

[1.](#) FY2026 Neighborhood Assistance Budget Update

[2.](#) FY2027 Proposed Budget

[3.](#) 2026 Fair Housing Month Proclamation

VII. DISCUSSION

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, May 7, 2026

“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

March 12, 2026

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

The Thursday, March 12, 2026, Affordable Housing Committee Meeting was called to order at 10:09am by Chairman Hamilton.

II. ROLL CALL

PRESENT

Chair Fred Hamilton
Committee Member Gwen Chambers
Committee Member Denolis Polite
Committee Member Doug Magill

ABSENT

Council Member Emily Burden
Committee Member Meg James
Committee Member Veronica Navarro

III. ADOPTION OF MINUTES

February 5, 2026

Motion made by Committee Member Magill, Seconded by Committee Member Polite.
Voting Yea: Chair Hamilton and Committee Member Chambers

IV. PUBLIC COMMENT

Residents of Shady Glen - 212 Shady Way, Bluffton SC

Residents voiced their concern about lot rent increase and would like information on how the increases can be controlled.

Jeremy Bullock Grants Administrator for the Town of Bluffton

V. OLD BUSINESS

VI. NEW BUSINESS

1. FY26 Neighborhood Assistance Budget Update

The budget for the Neighborhood Assistance Program for FY 2026 has been approved at \$450,000 by Town Council.

A total of 34 homes has received repairs at a total of \$298,622.22.

These repairs consist of roofing, flooring, stairs, plumbing, tree service and property cleanup.

One home is waiting for material to be delivered and repairs will start, two homes are waiting for estimates to be submitted, three homes need to be visited by building safety and one home is waiting for income verification.

Applications are being processed weekly, and staff continue to work diligently to ensure residents are living in their homes safe and dry.

Over the past month, staff has explored two potential program enhancements:

- ADA-related improvements. After consulting with staff and legal, the recommendation is to maintain our current approach. Expanding into more complex ADA construction such as building ramps—could create liability and operational challenges beyond our current scope.
- Staff also reviewed our current funding structure and recent project costs. While material and labor costs have increased, our current process—obtaining multiple estimates and working collaboratively to prioritize repairs—continues to be effective.
- As of right now, no changes will be made to the current policy.

Public Works will be hosting a property clean up event on April 16. We partnered on this event last year and we are opening it up to more neighborhoods. The event will be advertised throughout the community by door hangers, town social media pages and emailed to local churches.

VII. DISCUSSION

1. Jarrod Burgess, Developer, MARIAN Group

Shelby Miles, Manager of Government Relations, MARIAN Group

Representatives from the MARIAN Group proposed an affordable housing development project to the committee. This proposal represents a significant opportunity, as it is the first time in many years that a developer has approached the Town with a project dedicated entirely to income-restricted affordable housing. The development team has met with Town Council members and senior staff and is seeking partnership and support to advance the project within an expedited timeframe.

To support the success of this project, the developer has requested: Annexation of the property into the Town of Bluffton, rezoning to allow for the proposed development, consideration of increased density allowances and staff support to help navigate local and state processes efficiently. These actions are necessary to position the project competitively for state funding.

The Affordable Housing Committee expressed strong support for the project, citing the clear and growing need for affordable housing within the community.

VIII. ADJOURNMENT

The Thursday, March 12, meeting was adjourned at 10:50am

XI. NEXT MEETING DATE: Thursday, April 2, 2026

DRAFT



MEMORANDUM

TO: Affordable Housing Committee
FROM: Victoria Smalls, Affordable Housing Director

CC: Heather Colin, AICP, Assistant Town Manager
Kevin Icard, AICP, Director of Growth Management

RE: Neighborhood Assistance Program Budget Update

DATE: April 2, 2026

The budget for the Neighborhood Assistance Program for FY 2026 has been approved at \$450,000 by Town Council.

A total of 39 homes have received repairs at a total of \$334,985. These repairs consist of roofing, flooring, stairs, plumbing, tree service and property cleanup.

Four homes are currently being serviced, and one home is waiting on estimates to be submitted.

Applications are being processed weekly, and staff continue to work diligently to ensure residents are living in their homes safe and dry.

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						
	\$400,000	\$332,432			\$67,568	33
BJHT Home Repair Grant Award	\$50,000					
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000				\$10,000	
b. Property Clean Up	\$10,000	\$1,357			\$8,643	4
c. Septic Pumpout	\$10,000				\$10,000	
d. Private Road Repair for Emergency Access	\$3,000				\$3,000	
e. E-911 Addressing	\$2,000				\$2,000	
f. Tree Mitigation	\$15,000	\$1,196			\$13,804	2
Total	\$500,000.00	\$334,985			\$165,015	39

As of March 26, 2026



MEMORANDUM

TO: Affordable Housing Committee
FROM: Victoria Smalls, Affordable Housing Director
CC: Heather Colin, AICP, Assistant Town Manager
SUBJECT: FY 2027 Proposed Budget
DATE: April 2, 2026

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 affordable quality housing.

For FY26, the total program budget was approved at \$450,000. To date, 39 households have been assisted and a total of \$334,985 has been spent. Staff is recommending the proposed 2027 budget as listed below.

\$400,000 for home repairs
\$10,000 for abatement/demolition of unsafe structures
\$10,000 for property clean-up
\$10,000 for septic pump-out
\$3,000 for private road repair
\$2,000 for E-911 addressing
\$15,000 for tree mitigation

RECOMMENDATION

Town Staff requests that the Affordable Housing Committee provide a recommendation to Town Council for the Neighborhood Assistance Program FY 2027 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

Town of Bluffton
 Growth Management Department
 Planning & Community Development Division

Affordable Housing Committee Budget Plan
 Neighborhood Assistance Program & Draft Budget FY27

Attachment 1

Task	Draft Budget	Invoices Paid	Encumbrances	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation					
a. Home Repair	\$400,000				
Property Maintenance					
a. Abatement/Demolition of Unsafe Structures	\$10,000				
b. Property Clean Up	\$10,000				
c. Septic Pumpout	\$10,000				
d. Private Road Repair for Emergency Access	\$3,000				
e. E-911 Addressing	\$2,000				
e. Tree Mitigation	\$15,000				
DRAFT BUDGET	\$450,000				

Draft submitted on April 2, 2026



**TOWN OF BLUFFTON
Fair Housing Month Proclamation**

WHEREAS, April 1, 2026, marks the 58th anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

WHEREAS, the principle of fair housing is not only state and national law and policy, but a fundamental human concept and entitlement for all citizens; and

WHEREAS, the Town of Bluffton desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

WHEREAS, the Town of Bluffton rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or family status in the sale, rental, or provision of other housing services; and

WHEREAS, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors, ethnic backgrounds, and religious traditions; and

WHEREAS, interested parties from both the private and public sectors will participate in a town, state and national effort to promote fair housing.

NOW THEREFORE, I, Larry C. Toomer, Mayor of Bluffton along with Bluffton Town Council, do hereby proclaim the month of April 2026 as “FAIR HOUSING MONTH” in the Town of Bluffton to establish Bluffton as an inclusive community committed to fair housing for all residents and prospective residents of Bluffton.

Dated this 7th day of April 2026

Larry C. Toomer, Mayor
Bluffton, South Carolina