



Affordable Housing Committee Meeting

Thursday, March 06, 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.](#) January 9, 2025

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

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

VII. DISCUSSION

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, April 3, 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

January 09, 2025

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

I. CALL TO ORDER

The meeting was called to order at 10:00am.

II. ROLL CALL

PRESENT

Chair Fred Hamilton

Council Member Emily Burden

Committee Member Gwen Chambers

Committee Member Meg James

Committee Member Grace Staples

ABSENT

Committee Member Denolis Polite

Committee Member Doug Magill

III. ADOPTION OF MINUTES

1. December 5, 2024

A motion was made by Committee member Chambers to approve December 5, 2024, minutes. The motion was seconded by Committee member Burden.

Motion made by Committee Member Chambers, Seconded by Council Member Burden.

Voting Yea: Chair Hamilton, Committee Member James, Committee Member Staples

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-four homes have received home repairs at a total of \$171,401.53. Six homes have been serviced for septic pump outs or plumbing services at a total of \$3,224.

One home has been serviced for tree service at a total of \$200.00

Currently three homes are being repaired, and one home is waiting for estimates to be submitted.

2. Proposed FY26 Neighborhood Assistance Program Budget Update

Staff is recommending the proposed 2026 budget as listed below.

\$350,000 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 2026 budget.

A motion was made by Chairman Hamilton, to approve the FY26 budget with modification to the home repair line to \$400,000 making the budget total \$450,000.00

Voting Yea: Council Member Burden, Committee Member Chambers, Committee Member James, Committee Member Staples

VII. DISCUSSION

Committee member Grace Staples gave a verbal resignation from the Affordable Housing Committee. Staples shared the heartache that came along with the resignation and gave Chairman Hamilton a thank you for his mentorship and dedication to the committee. Staples also thanked Vitoria Smalls for the work that she has put into the Neighborhood Assistance Program.

January 9, 2025, will be Staples' last meeting.

VIII. ADJOURNMENT

Th meeting was adjourned at 10:21am.

IX. NEXT MEETING DATE: Thursday, February 6, 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: March 6, 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-three homes have received home repairs at a total of \$207,931 and one job is pending at \$1,750.

Six homes have been serviced for septic pump outs or plumbing services at a total of \$3,224.

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 \$4,200.00.

All together 31 homes have been serviced through the Neighborhood Assistance Program.

One homeowner is waiting for income verification, and one home is currently being repaired.

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	\$207,932	\$1,750		\$284,318	23
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000	\$4,200			\$5,800	1
b. Property Clean Up	\$10,000				\$10,000	
c. Septic Pumpout	\$10,000	\$3,224			\$6,776	6
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			\$14,550	1
Total	\$544,000.00	\$215,806	\$1,750	\$0	\$326,444	31

As of February 27, 2025