



## **Affordable Housing Committee Meeting**

**Thursday, July 10, 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.](#) June 5, 2025

**IV. PUBLIC COMMENT**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

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

**VII. DISCUSSION**

1. Goals for FY2026

**VIII. ADJOURNMENT**

**NEXT MEETING DATE: Thursday, August 7, 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](mailto: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

June 05, 2025

---

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

### I. CALL TO ORDER

June 5, 2025, the Affordable Housing Committee Meeting was called to order at 10:00 am.

### II. ROLL CALL

PRESENT

Chairman Fred Hamilton

Councilwoman Emily Burden

Commissioner Gwen Chambers

Commissioner Meg James

Commissioner Denolis Polite

Commissioner Doug Magill

Commissioner Veronica Navarro

### III. ADOPTION OF MINUTES

#### 1. May 1, 2025

A motion was made by Commissioner Chambers, Seconded by Commissioner James.

Voting Yea: Chairman Hamilton, Councilwoman Burden, Commissioner Polite, Commissioner Navarro.

### IV. PUBLIC COMMENT

Lisa Riccardi, The Elle Apartments

Lisa is the property manager at The Elle Apartments off of Bluffton Parkway.

Summer Nichols, Bristol at New Riverside

Summer is the property manager at Bristol at New Riverside; the complex has 10 workforce-priced units that are all currently occupied and there is a waiting list.

Chairman ask Summer when the development has vacancies, how do they make that announcement public. Summer let Chairman know that she keeps in contact with Victoria Smalls.

### 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.

Thirty-five homes have received home repairs at a total of \$342,464 and two jobs are encumbered for \$11,200.

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 for a total of \$644.

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

Four homes have been serviced for tree service at a total of \$1,035. Two jobs are encumbered for \$1,380.

As of May 29, ten homes are currently being worked on.

The Town has partnered with Save the Shutters; one home is being worked on and the second is still waiting for repairs to begin. The Town and Save the Shutters have repaired four homes together.

Commissioner James asked how FY25 compares to FY24. Staff will provide those numbers at the July meeting.

## VII. DISCUSSION

### 1. The May Update

Mark Maxwell, Town of Bluffton, Special Projects Manager

Maxwell informed the committee that construction has started, and the rough grading is completed for the parking and roadways. The building pads will start as well as the storm water roughing.

The construction team plans on starting the underground utilities the week of June 9. The team anticipates starting vertical construction in October and having a completion date by the end of the first quarter of 2026.

Coastal States Bank is looking to the homebuying applications out by the end of this year.

Commissioner Magill asked how potential residents are being sought, Smalls answered that calls have been coming in a for quiet sometime but as Mark just stated, we are not ready for that step. Smalls is telling whoever calls just to keep calling and emailing and she is keeping track of names.

Chairman Hamilton let the committee know that he would like to see an Affordable Housing Department and is working on the details of that project. The idea was discussed at the Town's Budget Workshop. Chairman Hamilton told the committee he would love for them to share their thoughts and ideas on this.

## VIII. ADJOURNMENT

June 5, 2025, meeting was adjourned at 10:18am

## IX. NEXT MEETING DATE: Thursday, July 10, 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: July 10, 2025

---

Fiscal year 2025 ended on June 30, 2025. The Neighborhood Assistance Program was able to assist 42 families with the Town's Safe and Dry Program:

- 31 homes received services for minor home repairs
- One home was demolished for safety issues
- One home received property cleanup assistance
- Seven homes received septic service
- Two homes received tree service

Staff will process estimates for FY2026 on Monday July 7, 2025. Currently, seven homes are waiting for estimate submittals. Staff is also working on two projects for the fiscal year with Save the Shutters.

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

# FISCAL YEAR 2025 CLOEOUT

Task	Approved Budget	Invoices Paid	Encumbrances	Requistions	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation						
a. Home Repair	\$494,000	\$354,189			\$139,811	31
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000	\$4,200			\$5,800	1
b. Property Clean Up	\$10,000	\$644			\$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	\$1,035			\$13,965	2
Total	\$544,000.00	\$363,531	\$0	\$0	\$180,469	42

As of July 3, 2025