



## Affordable Housing Committee Meeting

Thursday, June 04, 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.](#) April 2, 2026

**IV. PUBLIC COMMENT**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

[1.](#) FY26 Neighborhood Assistance Budget Update

**VII. DISCUSSION**

[1.](#) 2026 Area Median Income Limits

2. 115 Bluffton Road Affordable Housing RFP, Felicia Roth, Director of Compliance & Contracts

**VIII. ADJOURNMENT**

**NEXT MEETING DATE: Thursday, July 2, 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](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

April 02, 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, April 2, 2026, Affordable Housing Committee Meeting was called to order at 10:01am by Chairman Hamilton.

### II. ROLL CALL

#### PRESENT

Chairman Fred Hamilton  
Council Member Emily Burden  
Committee Member Gwen Chambers  
Committee Member Meg James

#### ABSENT

Committee Member Denolis Polite  
Committee Member Doug Magill  
Committee Member Veronica Navarro

### III. ADOPTION OF MINUTES

#### 1. March 12, 2026

Motion made by Committee Member Chambers, Seconded by Committee Member James.  
Voting Yea: Chair Hamilton, Council Member Burden

### IV. PUBLIC COMMENT

### V. OLD BUSINESS

### VI. NEW BUSINESS

#### 1. FY2026 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 40 homes have received repairs at a total of \$334,985, with an encumbrance of \$1,595. These repairs consist of roofing, flooring, stairs, plumbing, tree service and property cleanup.

One home is waiting on an estimate for tree service and two are waiting on roof estimates.

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

No committee comments were made.

2. FY2027 Proposed Budget

A motion was made by Council Member Burden, to recommend approval of the budget as presented.

Seconded by Committee Member Chambers.

Voting Yea: Chair Hamilton, Committee Member James

3. 2026 Fair Housing Month Proclamation

No comments were made

**VII. DISCUSSION**

**VIII. ADJOURNMENT**

Thursday, April 2, meeting was adjourned at 10:16am

**NEXT MEETING DATE: Thursday, May 14, 2026**



## MEMORANDUM

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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: June 4, 2026

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Fiscal Year 2026 will end on June 30th. To date 42 homes have received assistance from the Neighborhood Assistance Program.

A total of \$424,337 has been spent on 34 homes for minor/major repairs ranging from entry steps to complete reroofs.

Five homes have received property clean up assistance at a total of \$2,392.

Three homes have received assistance with tree care at a total of \$2,791.

A grand total of \$429,520 has been spent. The program has an available budget of \$64,590 and those funds will be held for emergency repairs over the next month.

Applications are still being received but will not be income verified until FY27 begins.

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 | Requistions | Available Budget | # of Homes Assisted |
|----------------------------------------------|-----------------|---------------|--------------|-------------|------------------|---------------------|
| Home Repair/Rehabilitation                   |                 |               |              |             |                  |                     |
|                                              | \$450,000       | \$424,337     | \$5,890      |             | \$19,773         | 34                  |
| Property Maintenance                         |                 |               |              |             |                  |                     |
| a. Abatement/Demolition of Unsafe Structures | \$10,000        |               |              |             | \$10,000         |                     |
| b. Property Clean Up                         | \$10,000        | \$2,392       |              |             | \$7,608          | 5                   |
| 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        | \$2,791       |              |             | \$12,209         | 3                   |
| Total                                        | \$500,000.00    | \$429,520     | \$5,890      |             | \$64,590         | 42                  |

As of May 28, 2026

| 2026 Beaufort County Area Median Income Limits |                                |           |           |                  |           |           |           |           |
|------------------------------------------------|--------------------------------|-----------|-----------|------------------|-----------|-----------|-----------|-----------|
| Income Limits                                  | Number of Persons in Household |           |           |                  |           |           |           |           |
|                                                | One (1)                        | Two (2)   | Three (3) | Four (4)         | Five (5)  | Six (6)   | Seven (7) | Eight (8) |
| <b>30%</b><br><i>Extremely Low</i>             | \$23,750                       | \$27,150  | \$30,550  | <b>\$33,900</b>  | \$38,680  | \$44,360  | \$50,040  | \$55,720  |
| <b>50%</b><br><i>Very Low</i>                  | \$39,550                       | \$45,200  | \$50,850  | <b>\$56,500</b>  | \$61,050  | \$65,550  | \$70,100  | \$74,600  |
| <b>60%</b><br><i>Moderately Low</i>            | \$47,450                       | \$54,240  | \$61,050  | <b>\$67,800</b>  | \$73,250  | \$78,700  | \$84,100  | \$89,500  |
| <b>80%</b><br><i>Low</i>                       | \$63,300                       | \$72,350  | \$81,400  | <b>\$90,400</b>  | \$97,650  | \$104,900 | \$112,100 | \$119,350 |
| <b>100%</b><br><i>Median</i>                   | \$79,200                       | \$90,500  | \$101,800 | <b>\$113,000</b> | \$122,050 | \$131,100 | \$140,150 | \$149,200 |
| <b>120%</b><br><i>Moderate</i>                 | \$95,040                       | \$108,600 | \$122,160 | <b>\$135,600</b> | \$146,460 | \$157,320 | \$168,180 | \$179,040 |

## 2026 Beaufort County HUD Fair Market Rent

| Description                                                                        | Efficiency/Studio | One (1) Bedroom | Two (2) Bedroom | Three (3) Bedroom | Four (4) Bedroom |
|------------------------------------------------------------------------------------|-------------------|-----------------|-----------------|-------------------|------------------|
| <b>Base Fair Market Rent</b><br><i>(Utility Allowance + Base Fair Market Rent)</i> | \$1,582           | \$1,657         | \$1,816         | \$2,177           | \$2,720          |
| <b>Utility Allowance</b>                                                           | \$137 - \$223     | \$230 - 250     | \$275 - \$300   | \$340 - \$370     | \$400 - \$430    |

*Fair Market Rent (FMR)* means the rent that would be required to be paid in the particular housing market area in order to obtain privately owned, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. This Fair Market Rent includes utilities (except telephone). Separate Fair Market Rents will be established by HUD for dwelling units of varying sizes (number of bedrooms) and will be published in the Federal Register in accordance with part 888 of this title. General HUD Program Requirements; Waivers, 24 C.F.R. § 5.100 (2020).

The *Utility Allowance* table is prepared annually by the Beaufort Housing Authority for Beaufort County which consists of the average cost of utilities for several utility types and providers for different housing types including Multi-Family and Single Family. The Utility Allowance included in this table are based upon Multi-Family powered by electricity for heat, air conditioning, cooking, and other electric items with electric services provided by Dominion Resources.