



## **Affordable Housing Committee Meeting**

**Thursday, June 05, 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.](#) May 1, 2025

**IV. PUBLIC COMMENT**

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

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

**VII. DISCUSSION**

1. The May Update

**VIII. ADJOURNMENT**

**NEXT MEETING DATE: Thursday, July 10, 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

May 01, 2025

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

## I. CALL TO ORDER

May 1, 2025, Affordable Housing Committee Meeting was called to order at 10:02am.

## II. ROLL CALL

### PRESENT

Chair Fred Hamilton  
Council Member Emily Burden  
Commissioner Meg James  
Commissioner Denolis Polite  
Commissioner Doug Magill  
Commissioner Veronica Navarro

### ABSENT

Commissioner Gwen Chambers

Newly elected Commissioner Veronica Navarro gave a brief introduction of herself and her background.

## III. ADOPTION OF MINUTES

### 1. May 1, 2025

A motion was made by Commissioner Magill to approve the May 1, 2025 Affordable Housing Committee Meeting.

The motion was seconded by Commissioner James.

Voting Yea: Chair Hamilton, Council Member Burden, Commissioner Polite

Abstain: Commissioner Navarro

## 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 \$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 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 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.

Chairman Hamilton, explained to Commissioner Navarro that the report that was given is the committee's focus, which is home repair, and the Town takes great pride on being able to help our income qualified residents stay safe and dry in their homes.

Staff member Smalls let the committee know that at the time of the meeting, the available funds are \$257,000. Smalls would like to utilize as much of these funds as possible before the end of the current fiscal year.

## VII. DISCUSSION

### 1. 2025 Area Median Income Limits

Staff member Smalls shared the current Beaufort County Area Median Income (AMI) for 2025. Smalls stated that she wants the committee to see the difference in AMI dating back to 2019, and to let them know that this chart is how families are qualified or not qualified for assistance from most non-profit agencies. The numbers are calculated based on the number of people living in the home over the age of 18.

Smalls provided, some housing costs dating back to 2019 to what the current year average house cost is, for Beaufort County.

Smalls let the committee know that she wants everyone to be aware of the housing market and how numbers are calculated for our program.

## VIII. ADJOURNMENT

The May 1, 2025, meeting was adjourned at 10:32am.

## IX. NEXT MEETING DATE: Thursday, June 5, 2025



## MEMORANDUM

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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: June 5, 2025

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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 4 homes together.

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
<b>Home Repair/Rehabilitation</b>						
a. Home Repair	\$494,000	\$342,464	\$11,200		\$140,336	35
<b>Property Maintenance</b>						
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	\$1,380		\$12,585	4
<b>Total</b>	<b>\$544,000.00</b>	<b>\$351,805</b>	<b>\$12,580</b>	<b>\$0</b>	<b>\$179,615</b>	<b>48</b>

As of May 29, 2025