



Affordable Housing Committee Meeting

Thursday, December 04, 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.](#) October 2, 2025

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

- [1.](#) FY26 Neighborhood Assistance Budget Update
- [2.](#) Adoption of Affordable Housing Committee 2026 Meeting Dates

VII. DISCUSSION

1. Update on The May Housing Development
2. Workforce Housing Rental Units Update

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, January 8, 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

October 2, 2025

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

I. CALL TO ORDER

The Thursday, October 2, 2025, meeting was called to order at 10:00am by Chairman Hamilton.

II. ROLL CALL

PRESENT

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

ABSENT

Commissioner Gwen Chambers
Commissioner Denolis Polite

III. ADOPTION OF MINUTES

1. September 4, 2025

A motion was made by Commissioner James to approve September 4, 2025, minutes. The motion was seconded by Commissioner Navarro.

Voting Yea: Chair Hamilton, Council Member Burden

IV. PUBLIC COMMENT

Michael Fries: eXp Realty LLC and a 2026 student in the Hilton Head- Bluffton Leadership Program

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.

Thirteen homes have received home repairs at a total of \$106,270. These repairs consist of roofing, flooring, decks and plumbing. One home has received tree services for \$761. A total of \$107,031 has been paid to date.

Applications are being processed weekly, and contractors are responding to estimate requests promptly.

Four homes are waiting on estimates to be submitted for repairs to begin. Smalls projected that 20 homes will be repaired by the end of October.

Staff Smalls, let the committee know that the NAP has used the full \$144,000 grant from BJHT and that 14 homes were able to receive repairs from these funds.

Smalls provided information on the progress of The May: Stormwater mains have been installed; conduit is going in; and compaction and gravel work will follow. Building pads have been prepped and vertical construction is on track to begin. Dominion Energy is scheduled to install poles and power in a month. Target completion for the development is Q1 2026. The Committee requested that the project developers attend a future meeting for accountability.

Smalls gave the committee dates to place on their calendar for upcoming events.

- Smoke Alarm Blitz: Partnership with Bluffton Fire Dept. and Red Cross.
Tentative dates are Nov. 8 or Nov. 15 at Fuller Court (Habitat community).
Smoke alarms installation is always open to additional individual requests.
- The next November AHC meeting falls on Strategic Planning Day, we will need to cancel November meeting.
- Homebuyer Workshop the location will be The Bluffton Rotary Center. The Town of Bluffton will sponsor the workshop; Pinnacle Partners and Coastal States Bank will be the presenters. The topics discussed will be credit scores, home maintenance & insurance, mortgage process, debt-to-income ratio, required documents, etc.
- Bluffton Hispanic Business Expo, October 11 from 9am to 4pm at Bluffton High School.

VII. DISCUSSION

VIII. ADJOURNMENT

Thursday, October 2, 2025, meeting was adjourned at 10:25am.

IX. NEXT MEETING DATE: Thursday, November 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: December 4, 2025

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

A total of twenty-two homes have received repairs at a total of \$170,097. These repairs consist of roofing, flooring, decks, plumbing and tree service.

Applications are being processed weekly, and staff is reviewing those estimates along with Building Safety to make sure that funds are spent accurately and all requested repairs are being made.

Repair estimates continue to rise, and staff will make every effort to ensure our residents have safe, decent and suitable living environments.

To date, four homes are waiting on estimates to be submitted, and two applications are out for income verification.

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	\$168,901			\$231,099	20
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000				\$10,000	
b. Property Clean Up	\$10,000				\$10,000	
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	\$450,000.00	\$170,097			\$279,903	22

As of November 26, 2025



TOWN OF BLUFFTON AFFORDABLE HOUSING COMMITTEE 2026 Meeting Schedule

MEETING DATES
*January 8, 2026
February 5, 2026
March 5, 2026
April 2, 2026
May 7, 2026
June 4, 2026
July 2, 2026
August 6, 2026
September 3, 2026
October 1, 2026
November 5, 2026
December 3, 2026

REGULAR MEETINGS ARE HELD THE 1st THURSDAY OF EACH MONTH AT 10:00 A.M.

***The meeting date of January 1st will be held one week later due to the New Year's Day Holiday.**

Theodore D. Washington Municipal Building, 20 Bridge Street, Henry "Emmett" McCracken Jr. Council Chambers

Please Note: Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.