



Affordable Housing Committee Meeting

Thursday, August 06, 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.](#) July 2, 2026

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

[1.](#) FY27 Neighborhood Assistance Budget Update

VII. DISCUSSION

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, September 3, 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
July 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, July 2, 2026, Affordable Housing Committee Meeting was called to order at 10:10am by Chairman Hamilton.

II. ROLL CALL

PRESENT

Chairman Fred Hamilton
Committee Member Gwen Chambers
Committee Member Meg James
Committee Member Veronica Navarro

ABSENT

Council Member Emily Burden
Committee Member Denolis Polite
Committee Member Doug Magill

III. ADOPTION OF MINUTES

1. June 4, 2026

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

IV. PUBLIC COMMENT

Carol Oster - A resident of Hilton Head and former resident of New York.

Carol has a background in affordable housing and does consulting here in the low country. She is attending today's meeting to get information on affordable housing opportunities in the area to help her family members find homes here.

Rashad Rivers - A Beaufort County resident & student at USCB.

Rashad is interested in starting a development group to manage affordable housing projects.

V. OLD BUSINESS

VI. NEW BUSINESS

1. FY27 Neighborhood Assistance Budget Update

Town Council approved the 2027 Fiscal Year budget for the Neighborhood Assistance Program at \$450,000.00.

Five home repair projects are in progress and awaiting contractor estimates.

Staff expressed excitement about managing the program under its own department and beginning work immediately.

VII. DISCUSSION

1. Previous Years Budget Overview Fiscal Year 2020 to 2026

Staff presented a six-year review of the program, noting:

- Program awareness has grown significantly through referrals and word-of-mouth.
- Partnerships with churches, Habitat for Humanity, and community organizations have increased participation.
- Many senior citizens living in mobile homes have benefited from repairs.
- Some households receive assistance over multiple years to address different repair needs as funding allows.
- Total Program Expenditures: \$1.81 million
- Total Household Projects Assisted: 244
- Approximately 95% of all expenditure was on home repairs.
- Annual spending increased by approximately 600% from 2020 to 2026.
- Home repair projects increased from 8 homes in 2020 to 36 homes in 2026.

Committee members agreed these accomplishments should be highlighted in Town Communications because of their significant community impact. Committee members discussed expanding outreach efforts

- Providing Spanish informational materials & partnering with Hispanic churches and community organizations.
- Including information in existing Town mailings instead of creating separate mail campaigns.
- Continuing to avoid door-to-door outreach to prevent residents from feeling targeted.

2. 115 Bluffton Road Affordable Housing RFP Update

- The Town received seven development proposals.
- A staff review committee evaluated each proposal based on:
 - Financial stability
 - References
 - Affordability (AMI levels)
 - Overall project qualifications
- Four proposals were selected to advance to the interview stage. The top four developers will participate in oral presentations during the week of July 20th.
- A developer recommendation is expected to be presented to Town Council in August.

VIII. ADJOURNMENT

Thursday, July 2, meeting was adjourned at 10:27am

X. NEXT MEETING DATE: Thursday, August 6, 2026



MEMORANDUM

TO: Affordable Housing Committee
FROM: Victoria Smalls, Affordable Housing Director

CC: Heather Colin, AICP, Assistant Town Manager

RE: Neighborhood Assistance Program Budget Update

DATE: August 6, 2026

Town Council approved the 2027 Fiscal Year budget for the Neighborhood Assistance Program at \$450,000.00.

A total of 5 homes has received or are on schedule to receive repairs at a total of \$53,784.86.

These repairs consist of roofing, flooring, stairs and plumbing.

As of July 28th, one home is waiting on income verification.

Applications are being processed as soon as they are submitted, and staff is working diligently to ensure residents are living in their homes safe and dry.

Town of Bluffton
Affordable Housing Department
Neighborhood Assistance Program FY27

Task	Approved Budget	Invoices Paid	Encumbrances	Requisitions	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation	\$400,000	53,784.86	\$8,708.00		\$337,507	5
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000					
b. Property Clean Up	\$10,000					
c. Septic Pumpout	\$10,000					
d. Private Road Repair for Emergency Access	\$3,000					
e. E-911 Addressing	\$2,000					
f. Tree Mitigation	\$15,000					
Total	\$450,000.00	\$53,785	\$8,708		\$387,507	5

As of July 30, 2026