



Affordable Housing Committee Meeting

Thursday, July 02, 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.](#) June 4, 2026

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

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

VII. DISCUSSION

[1.](#) Neighborhood Assistance Program Budget Overview 2020 to 2026

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, August 6, 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

June 04, 2026

- I. This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

II. CALL TO ORDER

III. ROLL CALL

PRESENT

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

ABSENT

Committee Member Gwen Chambers

IV. ADOPTION OF MINUTES

1. April 2, 2026

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

V. PUBLIC COMMENT

Mr. Sean Rivers introduced himself to the committee.

- Student at the University of South Carolina Beaufort (USCB).
- Major: Project Management.
- Committee members welcomed him and expressed appreciation for his participation.

VI. OLD BUSINESS

VII. NEW BUSINESS

1. FY26 Neighborhood Assistance Budget Update

Staff provided an update on the Neighborhood Assistance Program as Fiscal Year 2026 approaches its conclusion on June 30, 2026.

Fiscal Year 2026 ends on June 30th. To date, 42 homes have received assistance through the Neighborhood Assistance Program.

- 34 homes received minor and major home repairs totaling \$424,337. Repairs ranged from entry step replacements to complete roof replacements.
- 5 homes received property cleanup assistance totaling \$2,392.
- 3 homes received tree care assistance totaling \$2,791.
- Total expenditures to date are approximately \$429,520.
- Remaining available budget: \$64,590.

Staff reported that the remaining funds will be reserved for emergency repairs through the end of the fiscal year, including roof repairs, unsafe flooring conditions and storm-related tree removal.

Applications continue to be accepted; however, income verification for new applicants will not begin until Fiscal Year 2027 starts on July 1, 2026.

Committee members requested historical data regarding: Total homes assisted since the program's inception, total expenditures over multiple years, breakdown of repairs, cleanups, and other assistance categories.

Staff agreed to compile historical information dating back to 2020 and provide a comprehensive report and supporting spreadsheets.

VIII. DISCUSSION

1. 2026 Area Median Income Limits

Staff reviewed the recently released 2026 Area Median Income (AMI) limits and distributed supporting materials to committee members.

- The Neighborhood Assistance Program serves households at or below 60% AMI.
- For a family of four, 60% AMI is approximately \$67,000–\$68,000 annually.
- The AMI limits are established by HUD and apply nationally using local market calculations.

Staff reviewed Fair Market Rent information and discussed affordability calculations used by workforce and affordable housing developments. Committee members were encouraged to retain the AMI chart for future reference when discussing affordable housing eligibility.

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

Mrs. Roth provided an update on the Request for Proposal (RFP) process for the proposed affordable housing development at 115 Bluffton Road.

Mrs. Roth explained that the Town issued a Request for Proposal to solicit innovative affordable housing development concepts for the approximately 10-acre site. The RFP was intentionally structured to provide flexibility and encourage developers to propose creative and sustainable housing solutions while considering the site's physical constraints.

Mrs. Roth noted that during a previous solicitation, the Town emphasized a single-family homeownership model. Feedback from developers indicated that those requirements were

restrictive and limited the number of units that could be developed due to space, parking, and cost considerations.

For the current solicitation:

- No specific housing type was mandated.
- Developers were encouraged to propose concepts that best utilize the site while meeting affordable housing objectives.
- The Town provided information regarding site constraints and development opportunities.
- The RFP was publicly advertised on April 13, 2026.
- Courtesy notifications were sent to nine affordable housing development firms throughout the Southeast region, including firms in Georgia and Florida.
- A virtual zoning and site information meeting was held for interested developers.
- Information regarding wetlands, parcel access, roadway frontage, surveys, title information, and other due diligence materials were made available.
- Questions and answers were posted publicly on May 22, 2026.
- Proposal submissions were scheduled to close on June 11, 2026.

3. 1095 May River Road Workforce Housing Project Update

Mr. Nathan Sturre of Sturre Engineering provided an update on the workforce housing project located at 1095 May River Road.

Mr. Sturre reported that work is continuing the subdivision plat and that survey documents are currently under review. He anticipates receiving final information from Survey Consultants and expects the subdivision plat to be submitted to the Town during the following week to begin the review process.

Mr. Sturre stated that most infrastructure improvements have been completed, with the exception of the waterline connection at May River Road. Cleveland Construction is expected to complete the waterline tie-in the following week. Once completed, the project team will proceed with the Beaufort-Jasper Water and Sewer Authority (BJWSA) closeout process and finalize site work approvals.

Regarding vertical construction, Mr. Sturre indicated that he did not have a definitive construction start date. Based on recent discussions with the developer, he understood that building permits were expected to be submitted during the month; however, he noted that he could not speak on behalf of the developer regarding permitting or construction timelines.

Committee members expressed concern regarding the continued delays associated with the project and the lack of a clear timeline for vertical construction. It was noted that the project is approximately two years behind its original schedule and that the Committee would like more detailed information regarding future milestones and anticipated construction activity.

Mr. Sturre acknowledged the Committee's concerns and stated that while he could provide updates on engineering and infrastructure components, he could not speak for the developer regarding permitting and construction schedules.

Committee members requested that the developer provide a more detailed project timeline and progress update at a future meeting.

IX. ADJOURNMENT

Thursday, June 4, meeting was adjourned at 10:33am.

X. NEXT MEETING DATE: Thursday, July 2, 2026

DRAFT



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: July 2, 2026

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

To date there are no current or pending jobs to report on.

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					
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					

As of June 25, 2026

Neighborhood Assistance Program (NAP) -Yearly Payout Summary (2020–2026)

Category	2020	2021	2022	2023	2024	2025	2026
Home Repair	\$58,519.00	\$114,242.00	\$204,572.00	\$297,391.10	\$259,696.41	\$354,538.53	\$429,767.13
Abatement/Demo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$0.00
Property Clean Up	\$130.00	\$1,392.70	\$842.00	\$4,217.41	\$0.00	\$643.72	\$2,391.84
Septic Pump Out	\$3,025.00	\$1,790.00	\$3,498.34	\$5,600.00	\$9,157.00	\$3,463.00	\$0.00
Private Road	\$3,491.00	\$256.77	\$0.00	\$11,159.58	\$0.00	\$0.00	\$0.00
E911	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tree	\$0.00	\$1,912.50	\$13,660.00	\$9,100.00	\$7,330.00	\$1,035.00	\$2,791.25
Income Verification	\$0.00	\$200.00	\$260.00	\$0.00	\$0.00	\$0.00	\$460.00
Miscellaneous	\$900.55	\$0.00	\$0.00	\$0.00	\$293.80	\$0.00	\$0.00
Annual Total	\$66,065.55	\$119,794.00	\$222,832.34	\$327,468.09	\$276,477.21	\$363,880.25	\$435,410.22

Program Activity Summary (Number of Households/Projects Assisted)

Category	2020	2021	2022	2023	2024	2025	2026
Home Repair	8	13	20	28	23	34	36
Abatement/Demo	0	0	0	0	0	1	0
Property Clean Up	1	2	1	5	0	1	5
Septic Pump Out	6	4	7	5	11	7	0
Private Road	0	1	0	1	0	0	0
E911	0	0	0	0	0	0	0
Tree	0	2	9	2	3	2	3
Income Verification	0	20*	0	0	0	0	46*
Miscellaneous	1	0	0	0	2	0	0
Annual Total	16	22	37	41	39	45	44

Seven-Year Totals (2020–2026)

Category	Total Expenditure
Home Repair	\$1,718,726.17
Abatement/Demo	\$4,200.00
Property Clean Up	\$9,617.67
Septic Pump Out	\$26,533.34
Private Road	\$14,907.35
E911	\$0.00
Tree	\$35,828.75
Income Verification	\$920.00
Miscellaneous	\$1,194.35
Grand Total	\$1,811,927.63

Program Highlights

- Total program expenditures from 2020–2026: **\$1.81 million**
- Total households/projects assisted: **244**
- Home repairs accounted for approximately **94.9%** of all program expenditures.
- Annual spending increased from **\$66,065.55 in 2020** to **\$435,410.22 in 2026**, representing a **559% increase**.
- Home repair assistance increased from **8 homes in 2020** to **36 homes in 2026**.