



Affordable Housing Committee Meeting

Thursday, April 03, 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.](#) March 6, 2025

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

- [1.](#) FY25 Neighborhood Assistance Program Budget Update
- [2.](#) 2025 Fair Housing Month Proclamation

VII. DISCUSSION

1. Sophia Paulick, Development Specialist, Woda Cooper Companies Inc.

VIII. ADJOURNMENT

NEXT MEETING DATE: Thursday, May 1, 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 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

March 06, 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 meeting was called to order at 10:00am.

II. ROLL CALL

PRESENT

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

ABSENT

Commissioner Gwen Chambers

III. ADOPTION OF MINUTES

January 9, 2025

A motion was made by Commissioner Magill to approve January 9, 2025 minutes.

Motion made by Commissioner Magill, Seconded by Council Member Burden.

Voting Yea: Chair Hamilton, Commissioner Polite.

IV. PUBLIC COMMENT

Quinn P. Baldree, Coastal States Bank

Mr. Baldree is a Commercial Broker with Coastal States Bank. His bank will be working with State of Mind Developers overseeing the financial side of The May, the town's Affordable Housing Project.

V. OLD BUSINESS

None

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-three homes have received home repairs at a total of \$207,932, two jobs are in the queue for payment and one job is awaiting approval for \$8,500.

Six homes have been serviced for septic pump outs or plumbing services at a total of \$3,224.

One home has been serviced for tree service at a total of \$450.00

One home has been demolished due to Hurricane Helene at a total of \$4,200.00.

All together 31 homes have been serviced through the Neighborhood Assistance Program, with three homes in the lineup.

We currently have a remaining balance of \$306,794.

There are currently two homes being repaired, four waiting on estimates, one home waiting on approval and two homes that have to be visited by building safety.

Staff member Smalls let the committee know that she has added two new contractors to our list - Monarch Roofers and Mya's Roofing.

Commissioner Magill asked who made the decision to demolish the mobile home. Smalls let Magill know that the homeowner reached out and asked for the demo due to a tree falling on the mobile during Hurricane Helene. Building Safety made the decision to demolish.

Smalls let the Committee know that she will be teaming up with the Watershed Dept as well as our Public Works team to host a White Goods Property Cleanup Event. This event will help the residents of Buck Island & Simmonsville Roads to get rid of large unwanted appliances. The event will take place on Monday, June 9. More information will be provided.

Commissioner James said to please let the Committee know if additional people are needed.

Smalls let the Committee know that the Community Housing Services Agency of Savannah is hosting a trolley tour to see their affordable and workforce housing developments across Chatham County.

Smalls would like the committee to pick a date that is open for everyone to attend on the same day.

Commissioner Magill asked if there were 25FY leftover funds, would those funds roll over into the next year. Chairman Hamilton answered yes. The remaining funds will be rolled over and available for use in the next fiscal year.

VII. DISCUSSION

Mark Maxwell, Town of Bluffton Special Projects Manager

Mark gave an update on the progress of The May located at 1095 May River Road. The Town has signed a construction contract with Workforce State of Mind to start phase two of construction. Site clearing and site prepping should be started in the next few weeks.

VIII. ADJOURNMENT

The meeting was adjourned at 10:25 am.

IX. NEXT MEETING DATE: Thursday, April 3, 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: April 3, 2025

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 \$224,112 and one job encumbered for \$11,020.

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 \$450.00

One home has been demolished due to Hurricane Helene at a total of \$4,200.00.

Three homes are currently being worked on.
Four homes are waiting on estimates to be submitted.
Three Homes will be visited in the week of March 24.

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	Requistions	Available Budget	# of Homes Assisted
Home Repair/Rehabilitation						
a. Home Repair	\$494,000	\$224,112	\$11,020		\$258,868	25
Property Maintenance						
a. Abatement/Demolition of Unsafe Structures	\$10,000	\$4,200			\$5,800	1
b. Property Clean Up	\$10,000				\$10,000	
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	\$450			\$14,550	1
Total	\$544,000.00	\$232,225	\$11,020	\$0	\$300,755	34

As of March 27, 2025

RESOLUTION

A RESOLUTION DECLARING APRIL AS FAIR HOUSING MONTH IN THE TOWN OF BLUFFTON BY AFFIRMING THE CONTINUED DEDICATION TO FAIR HOUSING PRINCIPLES AND REGULATIONS ESTABLISHED BY THE STATE OF SOUTH CAROLINA AND THE UNITED STATES FEDERAL GOVERNMENT

WHEREAS, April 11, 2025 marks the 57th anniversary of the signing of Title VIII of the 1968 Civil Rights Act, as amended, which guarantees fair housing opportunities for all Americans; and

WHEREAS, the principle of fair housing is not only state and national law and policy, but a fundamental human concept and entitlement for all citizens; and

WHEREAS, the Town of Bluffton desires that all its citizens be afforded the opportunity to attain a decent, safe, and sound living environment; and

WHEREAS, the Town of Bluffton rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and/or family status in the sale, rental, or provision of other housing services; and

WHEREAS, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors, ethnic backgrounds, and religious traditions; and

WHEREAS, interested parties from both the private and public sectors will participate in a town, state and national effort to promote fair housing.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BLUFFTON, SOUTH CAROLINA:

1. The month of April 2025 to be "Fair Housing Month;" and
2. All residents of our community are urged to personally adopt the spirit of equal housing opportunity and adhere to the letter and character of the Fair Housing Laws.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.

SIGNED, SEALED AND DELIVERED THIS 8th DAY OF April, 2025.

Larry C. Toomer, Mayor
Town of Bluffton, South Carolina

ATTEST:

Marcia Hunter, Town Clerk
Town of Bluffton, South Carolina