



## **COMMUNITY DEVELOPMENT COMMITTEE MEETING AGENDA TUESDAY, MAY 13, 2025**

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The Community Development Committee will conduct a Standing Committee Meeting on Tuesday, May 13, 2025 at 11:00 a.m. at City Hall (Mayor's Conference Room), 1737 Main Street, Second Floor, Columbia, SC 29201. Members of the public may view the meeting online at [www.columbiasc.gov](http://www.columbiasc.gov). Please contact the City Clerk's Office at (803)545-3045 or [cityclerk@columbiasc.gov](mailto:cityclerk@columbiasc.gov) if you have questions regarding this meeting.

The Honorable Tina N. Herbert, District I, Chair  
The Honorable William Brennan, District III ▪ The Honorable Tyler D. Bailey, At-Large

Prior to entering the meeting please silence all electronic communication devices. All presenters are asked to speak directly into the microphone for recording purposes.

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. September 3, 2024 and October 1, 2024 Community Development Committee Meeting Minutes

### **COMMITTEE DISCUSSION**

2. Update on Modular Homes - Ms. Krista Hampton, Director of Planning and Development Services
3. Discussion of design and materials in housing developments - Ms. Krista Hampton, Director of Planning and Development Services

### **ADJOURNMENT**



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**MEETING DATE:** May 13, 2025

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** September 3, 2024 and October 1, 2024 Community Development Committee Meeting Minutes

**FUNDING SOURCE & ORIGINAL BUDGET:**

**ATTACHMENTS:**

- **#a:** CD\_MN\_09032024 (DOCX)
- **#b:** CD\_MN\_10012024 (DOCX)



**COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES  
TUESDAY, SEPTEMBER 3, 2024**

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**CALL TO ORDER**

The Community Development Committee conducted a meeting on Tuesday, September 3, 2024 at City Hall (Mayor's Conference Room), 1737 Main Street, 2nd Floor, Columbia, SC 29201. The Honorable Tina N. Herbert, Chair called the meeting to order at 11:02 a.m.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Tina N. Herbert	Chair	Present
Will Brennan	Member	Present
Tyler D. Bailey	Member	Present

**APPROVAL OF MINUTES**

1. Approval of June 04, 2024 Community Development Committee Meeting Minutes

Upon a motion made by Mr. Brennan and seconded by Mr. Bailey, committee members voted unanimously to approve the June 04, 2024 Community Development Committee Meeting Minutes as amended to reflect that the city is currently in budget season.

**COMMITTEE DISCUSSION**

2. Overview of the Let's Build Together Program - The Honorable Tina N. Herbert

Councilor Herbert provided an update from last week's Let's Build Together event. The primary challenge identified was financial constraints, based on survey results from last October. Many churches and non-profits expressed a need for more information about single-family homes. Mr. Tony Lawton shared the City's efforts, while Ms. Kilgore explored funding opportunities. Columbia Housing also highlighted the benefits of Section 8 vouchers, which offer consistent rental payments and support for families in need. We look forward to reviewing the survey results, as it's crucial to follow the data. Additionally, we created a document outlining various income levels in relation to family size and average salaries.

There was discussion about best use of the undeveloped lots; housing and infrastructure for large parcels; and a having a planner on retainer.



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3. Grocery Store Incentive Update - Ms. Ayesha Driggers, Director/Office of Business Opportunities

Ms. Ayesha Driggers, Director/ Office of Business Opportunities reported that in November 2023, City Council approved a grocery store rebate for business license fees within designated corridors throughout the city. To date, three grocery stores: Tom's Creek Family Farm's Mobile Market, Uncle Willy's Grocery Store, and Yo Dolla Store have benefited from this rebate. Efforts are ongoing to inform additional grocery stores about the rebate as they open.

There was discussion about background information of the Grocery Store Incentive and interest from traditional grocery stores. It was noted that it has not been a loss of revenue for those already approved for the rebate.

Councilor Herbert agreed to follow up with Food Lion regarding its operations on Fairfield Road.

Ms. Missy Gentry, P.E., Assistant Manager of Development requested that Resolution No: R-2023-090 be included in the meeting packet.

4. Mobile Market Update - Ms. Ayesha Driggers, Director/Office of Business Opportunities

Ms. Ayesha Driggers, Director/ Office of Business Opportunities noted that the Mobile Market is set to renew in January, with Dr. Bussells taking the lead on this initiative. Additionally, there was a change in location for the Mobile Market, which will now operate at Hyatt Park from 11 a.m. to 4 p.m. New locations were also introduced at COMET Central on Sumter Street, Greenview, and Harden Street next to the Charles R. Drew Wellness Center, and as part of the Food Truck Fridays event at REI.

Mr. Larry Schneeberger, Toms Creek Family Farm highlighted collaborations with the Department of Public Health and USC. The Mobile Market promotions reach about 35,000 people each week through a DSS commercial for Healthy Bucks, ads on COMET buses, and social media posts from the City's Public Relations Department. Additional staff members have been hired to assist with these initiatives.

Councilor Brennan suggested developing a summary of these updates for public consumption.

There was discussion about statewide interest in the Mobile Market; the relationship between the mobile trailer operations and the Office of Business Opportunities; and financial provisions.



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5. 2023-2024 Consolidated Annual Performance Evaluation Report (CAPER) - Ms. Felicia Kilgore, Director of Community Development

Ms. Felicia Kilgore, Director of Community Development presented the Consolidated Annual Performance Evaluation Report (CAPER), highlighting activities, disbursements, and expenditures for Fiscal Year 2023-2024 to ensure transparency in managing federal funds. The report invites citizen review and feedback. The CDBG program received \$2.3 million, with expenditures totaling \$1.6 million this fiscal year. The Home Investment Partnership Program secured \$1.4 million. Three applications were received, and funding is planned for two organizations: TN Development Corporation and Homeless No More, which should increase future expenditures. For the HOPWA Program, \$1.8 million was allocated, with \$1.7 million expended. This funding that provides rental assistance and other services is managed in collaboration with organizations like USC, MIRCI and others serving Columbia and five surrounding counties: Fairfield, Kershaw, Lexington, Richland, and Saluda.

Ms. Teresa Wilson, City Manager emphasized the importance of directing these funds towards internal city projects, citing the city's compliance and readiness to effectively utilize the funds. She noted that this approach could enhance the overall impact and efficiency of spending, while still acknowledging the valuable work done by external entities.

There was discussion about the public comment period; percentage that goes towards rental assistance versus healthcare services; SHINE application process; CDBG public services funding and stated amounts for each group; required documentation for Rainey Day Fund; partner retention; park selection for CDBG public facilities funding; and leveraging Parks and Recreation Development (PRT) funds.

**ADJOURNMENT**

The meeting was adjourned at 12:12 p.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC  
City Clerk



## COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES TUESDAY, OCTOBER 1, 2024

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### **CALL TO ORDER**

The Community Development Committee conducted a meeting on Tuesday, October 1, 2024 at City Hall (Mayor's Conference Room) 1737 Main Street, 2nd floor, Columbia, South Carolina 29201. The Honorable Tina N. Herbert, Chair called the meeting to order at 11:01 a.m.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Tina N. Herbert	Chair	Present
Will Brennan	Member	Present
Tyler D. Bailey	Member	Present

### **COMMITTEE DISCUSSION**

1. Pending Development Projects - Ms. Felicia Kilgore, Director of Community Development – *Received as information*
  - External Projects
  - City Projects

Ms. Felicia Kilgore, Director of Community Development highlighted the following projects that are under the existing Five Year Consolidated Plan: assisting Homeless No More with 21 units (allocating \$1.2 million); constructing nine new single-family homes in collaboration with the TN Development Corporation (allocating \$2.1 million); and Midtown at BullStreet and Stoneridge Senior Housing Project both with \$500,000 allocated from the general revolving loan fund. She explained that now is the time to utilize our federal dollars to make changes in potential target areas, which would be changed in July 2025.

Ms. Melissa Gentry, P.E., Assistant City Manager for Development suggested sharing the maps showcasing the lots owned by either the city, city corporations, nonprofits or churches within the target areas. That data will help guide the decision-making process.

There was discussion about the timeline; location of homes being built; housing plans related to other opportunities; effect of funds allocated; funding needed to complete projects; longevity of conditional letters; location of targeted communities; and strategic goals.



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Ms. Teresa Wilson, City Manager reminded the committee that the request for qualification process is nearing completion, with updates expected this week. The first phase of the RFQ involved gathering proposals from qualified consultants to analyze current conditions and opportunities for affordable mixed-income housing.

There was discussion about areas of involvement; pending projects; point system connected to municipality support; funds allocated for multi-family homes; vacant lots; city-owned properties driving the strategy; and utilization of privately owned properties.

Councilor Herbert requested information about all of the pending projects that have been submitted for consideration.

Ms. Felicia Kilgore, Director of Community Development also presented the timeline for the current Five-Year Consolidated Plan, and 2025 Annual Action Plan.

2. Home Assistance Programs – Ms. Melissa Gentry, PE, Assistant City Manager for Development and Ms. Felicia Kilgore, Director of Community Development – *Received as information*

Ms. Melissa Gentry, P.E, Assistant City Manager for Development provided an update on the Home Assistance Program. A new contract has been established using state-allocated funds. By the end of the program, 49 residents in the Belvedere Community will have been served. A new round of state funding will support the communities of Greenview, Fairwold, Belvedere, and Booker Washington Heights, with an agreement for this funding appearing on tonight's City Council agenda. The funding list is further supplemented by disaster recovery, SHINE applications, and code enforcement. The allocated funds have already been committed.

There was discussion about emphasizing clear cases for funding and program promotion.

Councilor Brennan requested a program summary and talking points for City Council.

3. Next Meeting Date - The Honorable Tina N. Herbert – *Approved*

There was consensus of the committee for the next scheduled meeting to be on December 3, 2024 at 11:00 a.m.



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### **EXECUTIVE SESSION**

Upon a motion made by Mr. Brennan and seconded by Mr. Bailey, the Committee voted unanimously to enter into Executive Session at 11:50 a.m. for the discussion of **Item 4**.

4. Receipt of legal advice relating to matters covered by attorney-client privilege pursuant to S.C. Code §30-4-70(a)(2)
  - Affordability Provisions with City Projects
  - Housing Assistance Programs

### **ADJOURNMENT**

The meeting was adjourned at 12:17 p.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC  
City Clerk



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**MEETING DATE:** May 13, 2025

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** Update on Modular Homes - Ms. Krista Hampton,  
Director of Planning and Development Services

**FUNDING SOURCE &  
ORIGINAL BUDGET:**



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**MEETING DATE:** May 13, 2025

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** Discussion of design and materials in housing developments - Ms. Krista Hampton, Director of Planning and Development Services

**FUNDING SOURCE & ORIGINAL BUDGET:**