



## **COMMUNITY DEVELOPMENT COMMITTEE MEETING AGENDA TUESDAY, JUNE 3, 2025**

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The Community Development Committee will conduct a meeting on Tuesday, June 3, 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; October 1, 2024; and May 13, 2025 Community Development Committee Meeting Minutes

### **PUBLIC HEARING**

2. 2025-2029 Consolidated Plan and 2025 Action Plan - Ms. Felicia Kilgore, Community Development Director; Mr. Erich Chatham, Principal / Civitas, LLC; and Dr. Cearra Harris, PhD, Citizens Advisory Committee Chair

### **COMMITTEE DISCUSSION**

3. Columbia Housing Update: Vision 2030 - Mr. Barry Hall, Interim Chief Executive Officer / Columbia Housing

### **ADJOURNMENT**



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**MEETING DATE:** June 3, 2025

**DEPARTMENT:** City Clerk

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

**SUBJECT:** September 3, 2024; October 1, 2024; and May 13, 2025 Community Development Committee Meeting Minutes

**FUNDING SOURCE &  
ORIGINAL BUDGET:**

**ATTACHMENTS:**

- **#a:** CD\_MN\_09032024 (DOCX)
- **#b:** CD\_MN\_10012024 (DOCX)
- **#c:** CD\_MN\_05132025 (PDF)



**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.

Attendee Name	Title	Status
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.



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

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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



## COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES TUESDAY, MAY 13, 2025

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### **CALL TO ORDER**

The Columbia Community Development Committee conducted a meeting on Tuesday, May 13, 2025 at City Hall (Mayor's Conference Room), 1737 Main Street, Columbia, South Carolina 29201. The Honorable Tina N. Herbert, Chair called the meeting to order at 11:04 a.m.

Attendee Name	Title	Status	Arrived
Tina N. Herbert	Chair	Present	
Will Brennan	Member	Remote	
Tyler D. Bailey	Member	Present	

### **APPROVAL OF MINUTES**

- September 3, 2024 and October 1, 2024 Community Development Committee Meeting Minutes - *Deferred*

### **COMMITTEE DISCUSSION**

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

Councilor Herbert explained that City Council recently made ordinance changes related to modular homes. She asked if modular homes are being used to address affordable housing.

Ms. Krista Hampton, Director of Planning and Development Services explained that a modular home is built in sections and assembled on site by a contractor. Modular homes are built in compliance with local codes. Manufactured homes are fabricated in a factory, placed on a chassis (underpinning), and delivered to the site. Manufactured homes are subject to Housing and Urban Development's regulations. The revised ordinance addresses repurposed modular units. Modular homes must come directly from the factory with a certification and it has to be new. The City of Columbia cannot prohibit them, but the homes can be regulated via land use or zoning. The City of Columbia is not in violation of state law.

There was a discussion about state law; the differences between modular and manufactured homes; affordability factors; aesthetics; the annexation of parcels with manufactured homes; and updating the Urban Service Area, which is City Council's policy on annexations.



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

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There was consensus of the committee to review recommendations from staff that address the annexation of parcels with manufactured housing through the updated Urban Service Area policy.

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

Councilor Herbert said we are trying to preserve the character of neighborhoods as they are being revitalized. There have been general discussions about preferred materials. The biggest issue has been with vinyl siding.

Ms. Krista Hampton, Director of Planning and Development Services said there is not a policy that directs the materials used in city projects. The development corporations generally use Hardie Plank siding.

There was a discussion about affordability; maintenance; developing façade standards; focusing on areas primarily consisting of brick homes; determining neighborhood interest; and partnering with homebuilders and banks on low interest mortgages to develop workforce housing.

There was consensus of the committee to review a list of residential properties controlled by the City of Columbia and the development corporations along with the City of Columbia loan programs. The Planning and Development Services Department, Community Development Department, and the TN Development Corporation will discuss the minimal standards for utilizing vinyl siding while awaiting further direction on the potential neighborhoods that wish to pursue regulations. The regulations would require another overlay through the adoption of an ordinance.

### **ADJOURNMENT**

The meeting was adjourned at 11:53 a.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC  
City Clerk



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**MEETING DATE:** June 3, 2025

**DEPARTMENT:** City Clerk

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

**SUBJECT:** **2025-2029 Consolidated Plan and 2025 Action Plan - Ms. Felicia Kilgore, Community Development Director; Mr. Erich Chatham, Principal / Civitas, LLC; and Dr. Cearra Harris, PhD, Citizens Advisory Committee Chair**

**FUNDING SOURCE &  
ORIGINAL BUDGET:**

**ATTACHMENTS:**

- **#a:** Consolidated Plan and Action Plan Public Hearing 060325 (PDF)



**2025 – 2029 Consolidated Plan  
FY 2025 Action Plan**

Public Hearing

June 3, 2025

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# HUD Programs - Eligible Activities

## Community Development Block Grant (CDBG)

- Public Improvements
- Public Facilities
- Rehabilitation
- Economic Development
- Acquisition
- Public Services

## HOME Investment Partnerships Program (HOME)

- Multi-family apartment buildings
- Housing for people with special needs (homeless, developmental disabilities etc.)
- First-time Homebuyer assistance
- Housing Rehabilitation
- Rental Assistance (TBRA)

## Housing Opportunities for Persons With AIDS (HOPWA)

- Provide Housing assistance to individuals with HIV/AIDS
- Develop and rehabilitate housing units
- Operate and maintain housing facilities
- Deliver supportive services to improve quality of life
- Prevent homelessness for individuals with HIV/AIDS

# ConPlan - Major Components & Allocation

## Five Major Components

- 1. Needs Assessment
- 2. Housing Market Analysis
- 3. 5-Year Strategic Plan
- 4. Annual Action Plan
- 5. Citizen Participation

## HUD 2025 Fund Allocation

Source	Amount
CDBG	\$1,137,467
HOME	\$660,423.89
HOPWA	\$1,908,324

# HUD Consolidated Plan Process

Jurisdiction develops Consolidated Plan (ConPlan)



- Needs Assessment & Market Analysis
- Priority needs Identification
- Strategic goals for funds
- Annual Action Plan (1-year funding)
- Opportunities for **Citizen Participation**

ConPlan is approved & submitted to HUD



HUD awards grant funds to jurisdiction to fund activities in ConPlan and AAP

**Citizen Participation:**

1. Community Meetings – 12/04/2024; 12/05/2024; 12/09/2024; 12/12/2024
2. Community & Stakeholder Surveys
3. Public Hearings– 4/30/2025; 6/3/2025
4. 30-Day Public Comment Period – 4/17/2025-5/18/2025

# Citizen Participation: Survey Highlights

## Community Survey: Top Priority Needs (159 responses):

### 1. Affordable Housing

- New Affordable Housing
- Rehab of Owner-Occupied Housing
- Down Payment Assistance

### 2. Public Services

- Mental Health Services
- Homeless Services
- Childcare Services

### 3. Public Improvements

- Street Improvement
- Sidewalks
- Neighborhood Cleanup



# 2025-2029 ConPlan – Priority Needs & Goals

Priority Needs	Goals
Expand/Improve Public Facilities & Infrastructure	1A Expand/Improve Public Facilities & Infrastructure
Preserve & Develop Affordable Housing	2A Affordable Housing Opportunities 2B Provide Housing Rehabilitation 2C Provide Code Enforcement in LMI Neighborhoods 2D Provide Removal of Slum & Blight in Residential
Public Services & Quality of Life Improvements	3A Provide Services for LMI & Special Needs
Housing & Supportive Services for Persons with HIV/AIDS	4A Provide Housing & Services for Persons with HIV/AIDS
Provide for Increased Economic Opportunities	5A Economic Development Opportunities
Effective Program Management	6A Effective Program Management

# 2025 Action Plan Projects – CDBG

Project Name	Funding
CDBG Admin & Planning	\$236,179
CDBG Public Services	\$170,620
CDBG Public Facilities & Infrastructure	\$930,888
CDBG Housing Programs	\$1,404,675
<b>TOTAL 2025 Program Year Funds</b>	<b>\$2,742,362</b>

Includes \$650,000 of Program Income & \$954,895 in Prior Year Funds

# 2025 Action Plan Projects – HOME

Project Name	Funding
HOME Administration	\$66,042
HOME CHDO Set-Aside (15%)	\$99,064
HOME Affordable Housing Development	\$1,095,317.89
<b>TOTAL 2025 Program Year Funds</b>	<b>\$1,260,423.89</b>

Includes \$600,000 of Program Income

CHDO = Community Housing Development Organization

# 2025 Action Plan Projects – HOPWA

Project Name	Funding
HOPWA: Administration	\$57,250
HOPWA: Columbia Housing Authority (CHA)	\$721,917
HOPWA: Palmetto AIDS Life Support Services (PALSS)	\$496,138
HOPWA: The Cooperative Ministry (TCM)	\$250,000
HOPWA: University of SC-Dept. of Medicine (USC-DOM)	\$358,019
HOPWA: Upper Savannah Care Services (USCS)	\$25,000
<b>TOTAL 2025 Program Year Funds</b>	<b>\$1,908,324</b>

## Next Steps in Planning Process

- Final updates
- City Council Approval – June 17, 2025
- HUD submission – July 11, 2025

### **City of Columbia**

Community Development Department  
1401 Main St. 4th Floor  
Columbia, SC 29201  
(803) 545-4121 (Office)

<https://communitydevelopment.columbiasc.gov/>



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**MEETING DATE:** June 3, 2025

**DEPARTMENT:** City Clerk

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

**SUBJECT:** **Columbia Housing Update: Vision 2030 - Mr. Barry Hall, Interim Chief Executive Officer / Columbia Housing**

**FUNDING SOURCE & ORIGINAL BUDGET:**