



COMMUNITY DEVELOPMENT COMMITTEE MEETING AGENDA TUESDAY, OCTOBER 21, 2025

The Community Development Committee will conduct a meeting on Tuesday, October 21, 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. Please contact the City Clerk's Office at (803)545-3045 or cityclerk@columbiasc.gov if you have questions regarding this meeting.

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

CALL TO ORDER

APPROVAL OF MINUTES

1. September 23, 2025 Community Development Committee Meeting Minutes

COMMITTEE DISCUSSION

2. Mobile Market Update - Ms. Ayesha Driggers, Director / Office of Business Opportunities
3. Grocery Store Rebate Update - Ms. Ayesha Driggers, Director / Office of Business Opportunities
4. Discussion of Design and Materials Used in Housing Developments - Ms. Felicia Kilgore, Director / Community Development and Mr. Harrison C. Joseph, Executive Director / TN Development Corporation

ADJOURNMENT



MEETING DATE: October 21, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: September 23, 2025 Community Development Committee Meeting Minutes

FUNDING SOURCE & ORIGINAL BUDGET:

ATTACHMENTS:

- **#a:** CD_MN_09232025 (DOCX)



COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES TUESDAY, SEPTEMBER 23, 2025

CALL TO ORDER

The Community Development Committee conducted a meeting on Tuesday, September 23, 2025 at City Hall (Mayor's Conference Room), 1737 Main Street, Columbia, South Carolina 229201. The Honorable Tina N. Herbert, Chair called the meeting to order at 11:01 a.m. and the following members were present:

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

APPROVAL OF MINUTES

- June 3, 2025 and August 19, 2025 Community Development Committee Meeting Minutes – *Approved*

Upon a motion made by Mr. Bailey and seconded by Mr. Brennan, the Committee voted unanimously to approve the June 3, 2025 and August 19, 2025 Community Development Committee Meeting Minutes.

COMMITTEE DISCUSSION

- Consolidated Annual Performance and Evaluation Report (CAPER) for Fiscal Year 2024-2025- Ms. Felicia Kilgore, Director of Community Development – *Received as information*

Ms. Felicia Kilgore, Director of Community Development presented the department's annual HUD (Department of Urban Housing and Development) report for the final year of the 2024–2025 Consolidated Plan. She reported receiving over \$3 million in CDBG (Community Development Block Grant) funds, \$700,000 in HOME (Investment Partnership Program funds, and \$1.8 million in HOPWA (Housing Opportunity For Persons with Aids) funds, along with \$18.5 million in congressional mitigation grants supporting the Olympia Fire Station and canal head gate projects. The department leveraged \$5.8 million in federal funds to generate \$11.9 million in additional investment for housing, economic development, and community services. Programs such as Love Your Block, neighborhood sweeps, and housing loans benefited hundreds of residents and 878 citizens received utility assistance through the Customer Assistance Program (CAP) program. She noted the disaster recovery program has been closed out and the annual report will be submitted to HUD by September 29, 2025.



COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES TUESDAY, SEPTEMBER 23, 2025

There was discussion about public notice requirements; funding for the Olympia Fire Station and use of capital improvement dollars; eligibility and use of HOME American Rescue Plan ACT funds for homelessness prevention; and park restroom upgrades.

Upon a motion made by Mr. Bailey and seconded by Mr. Brennan, the Committee voted unanimously to approve the submission of the CAPER report.

There was consensus of the committee to present the report to City Council at a Work Session.

3. Update on City-owned, Vacant Residential Lots - Mr. Jeff Palen, Assistant City Manager/Chief Financial Officer and Ms. Felicia Kilgore, Director of Community Development – *Received as information.*

Mr. Jeff Palen, Assistant City Manager/Chief Financial Officer provided an update on city-owned residential properties and development activity. A total of 68 residential lots are being tracked through the GIS Department, with maps showing properties across areas such as Five Points, North Main, and Two Notch Road. Several parcels are being used through the City's housing programs in partnership with the TN Development Corporation. There are nine homes nearing completion as part of phase one and plans for additional lots in phase two.

There was discussion about whether any listed parcels were located outside city limits; the status of Ridgewood properties and their ownership history; adding TN Development's phase-one lots to future reports; tracking property activation and development progress through the GIS system; and creating a five-year real estate strategy to guide the use of vacant residential parcels.

4. Establishing a Process to Support State Low-Income Housing Tax Credit Projects - Ms. Felicia Kilgore, Director of Community Development – *Received as information.*

Mr. Jeff Palen, Assistant City Manager/Chief Financial Officer provided an overview of the City's process for reviewing and supporting affordable and workforce housing developments seeking municipal assistance or letters of support.

Ms. Felicia Kilgore, Director of Community Development explained how developers request City backing for State Low-Income Housing Tax Credit applications and other funding sources.



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There was discussion about creating a clear review process for housing development requests; ensuring City Council's awareness before letters of support are issued; coordinating with state housing deadlines; involving neighborhood associations; addressing low income housing on Bull Street; integrating the process with the loan committee; and setting a funding threshold for Committee notification.

ADJOURNMENT

The meeting was adjourned at 12:08 p.m.

Respectfully submitted:

Erika D. Moore Hammond, MMC, CPM
City Clerk



MEETING DATE: October 21, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: **Mobile Market Update - Ms. Ayesha Driggers,
Director / Office of Business Opportunities**

**FUNDING SOURCE &
ORIGINAL BUDGET:**



MEETING DATE: October 21, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: **Grocery Store Rebate Update - Ms. Ayesha Driggers,
Director / Office of Business Opportunities**

**FUNDING SOURCE &
ORIGINAL BUDGET:**



MEETING DATE: October 21, 2025

DEPARTMENT: City Clerk

FROM: *Erika Hammond, City Clerk*

SUBJECT: Discussion of Design and Materials Used in Housing Developments - Ms. Felicia Kilgore, Director / Community Development and Mr. Harrison C. Joseph, Executive Director / TNDC

FUNDING SOURCE & ORIGINAL BUDGET:

ATTACHMENTS:

- **#a:** Housing Standard Guide for Community Development (PPTX)
- #a: Housing Standard Guide for Community Development (PPTX)
- #c: City of Columbia - HUD Cost Reasonableness Guide (PDF)
- #c: City of Columbia - HUD Cost Reasonableness Guide (PDF)

Housing Standard Guide

The City of Columbia Housing Division "Housing Standards Guide"

City of Columbia Community Development Department

Felicia Kilgore, Director

1401 Main St, 4th Floor

Columbia, SC 29201

Phone: (803) 545-3766





Housing Standard Guide

This information is intended for **Community Housing Development Organizations (CHDOs), sub-recipients, developers, contractors, homeowners and any other agents** who are receiving HUD federal funds invested in their property.

It aims to provide a clearer understanding of the guidelines that must be followed to secure HOME funding from the City of Columbia Community Development Department (City).

The document outlines the minimum construction and rehabilitation requirements for HOME-funded programs in the City. Please note that certain non-essential items may not qualify for funding under this program. The City reserves the right to determine which items are considered non-essential and may deny funding for them.



Housing Standard Guide

The purpose of the HOME Housing Standard Guidelines is to establish uniform property standards for all housing units assisted under the HOME Program. These guidelines ensure that funded properties meet quality, safety, and long-term sustainability requirements as defined by HUD and local codes.





Housing Standard Guide

All construction activities must follow local, state, and federal laws and regulations, including zoning rules. Federal requirements include:

- **Property standards in 24 CFR Part 92**
- **Lead-based paint regulations in 24 CFR Part 35 and 40 CFR Part 745**
- **Accessibility standards in 24 CFR Part 8 and 28 CFR Parts 35 & 36, when applicable**
- **International Residential Code (IRC) or International Building Code (IBC) – Where applicable**

HOME-funded projects must meet the Uniform Physical Condition Standards (UPCS) as stated in 24 CFR 5.705.

Housing projects with more than four rental units must install broadband infrastructure per 24 CFR 5.100 unless the City grants an exception under §92.508(a)(3)(iv).





Housing Standard Guide

Core Principle — Long-Term Affordability and Quality

HUD's central goal for affordable homeownership housing is to ensure that low-income families can purchase safe, decent, and sustainable homes that will remain affordable for the long term.

This means:

Durable construction and quality materials to minimize maintenance costs.

Energy-efficient design to reduce utility expenses for the homeowner.

Compliance with affordability periods and resale/recapture provisions.

General Housing Quality Standards all HOME assist housing units:

- Be decent, safe, sanitary and in good repair
- Provide adequate heating, plumbing, and electrical systems in working order.
- Have no evidence of structural failure, roof leaks, or foundation issues.
- Be free from health and safety hazards, including mold, asbestos, or lead-based paint.
- Meet local occupancy and zoning requirements.



Housing Standard Guide

Rehabilitation Standards

For rehabilitation projects, the participating jurisdiction (PJ) must:

- Establish written rehabilitation standards describing materials, methods, and performance requirements for all major systems (roofing, HVAC, electrical, plumbing, foundation, etc.).
- Ensure that all deficiencies are corrected before project completion.
- Require energy efficiency improvements consistent with HUD or local energy codes.
- Confirm that all work is performed by licensed and insured contractors.
- Maintain work write-ups, cost estimates, and final inspections in the project file.

New Construction Standards

All newly constructed housing assisted with HOME funds must:

- Meet **state and local building codes** and **HUD's Model Energy Code** or equivalent.
- Include **modern and durable construction materials**, energy-efficient lighting and appliances, and effective insulation.
- Be designed for **sustainability and long-term affordability**.
- Comply with **Accessibility Standards** under Section 504 of the Rehabilitation Act, Fair Housing Act Design and Construction Requirements, and ADA where applicable.



Housing Standard Guide

Energy Efficiency and Sustainability

HOME-assisted properties should:

- Meet or exceed **ENERGY STAR®** standards or the **International Energy Conservation Code (IECC)**.
- Incorporate **water-saving fixtures** and appliances.
- Use **low-VOC paints, sealants, and flooring materials**.
- Encourage **solar or green infrastructure** where feasible.

Lead-Based Paint and Environmental Review

- Units built before 1978 must comply with **Lead-Based Paint Poisoning Prevention Act** and **24 CFR Part 35**.
- Environmental reviews must be conducted per **24 CFR Part 58** prior to commitment of HOME funds.
- No project may proceed until HUD's environmental clearance is complete.





Housing Standard Guide

HUD does not support or reimburse the use of luxury materials or finishes in the construction or rehabilitation of affordable housing for homeownership when funded with HUD programs such as HOME, CDBG, or HOME-ARP.

HUD's guidance and regulations require cost reasonableness and appropriate quality, not luxury or premium-grade products.

HUD's Expectation: "Quality, Not Luxury"

HUD expects materials to be:

- Durable and energy-efficient (for long-term affordability).
- Low-maintenance (to reduce homeowner cost burden).
- Consistent with neighborhood standards (not excessive compared to surrounding housing).

Examples of acceptable materials:

- Solid-surface or laminate countertops (not quartz or granite)
- Mid-grade cabinetry (not custom-built) Energy Star-rated standard appliances (not premium or professional series)
- Vinyl plank or tile flooring (not hardwood or marble)

HUD encourages "value engineering" — selecting materials that maximize durability and energy efficiency without elevating the home above affordable market norms.



Questions?

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City of Columbia – Community Development Department

HUD Cost Reasonableness Guide

For Affordable Housing Development (HOME, CDBG, HOME-ARP Programs)

Purpose:

To ensure that all construction and rehabilitation costs charged to HUD-funded housing projects are **reasonable, necessary, and consistent** with the intent to provide **affordable, durable, and sustainable housing**—not luxury or excessive upgrades.

HUD Core Principle

“All costs must be necessary and reasonable for the proper and efficient performance and administration of the federal award.”

– 2 CFR §200.404 & 24 CFR §92.251

HUD defines *reasonable costs* as those that:

- Reflect what a prudent person would pay in the local market.
- Are consistent with modest housing in the same community.
- Support long-term affordability and energy efficiency.
- Avoid unnecessary luxury or excessive expenditures.

✓ Allowed / Recommended Materials & Features

Category	Allowed / Recommended	HUD Rationale
Countertops	Laminate, solid-surface (Formica, Corian)	Affordable, durable, and easy to maintain
Cabinetry	Factory-built stock or semi-custom cabinets	Cost-effective and repairable
Flooring	Vinyl plank, sheet vinyl, tile, standard carpet	Long-lasting, easy to clean
Appliances	Standard Energy Star refrigerator, stove, dishwasher	Energy efficient, modest cost
Windows	Double-pane vinyl, Low-E glass	Meets energy efficiency standards
Fixtures	Mid-grade plumbing and lighting fixtures	Affordable and functional
Roofing	Architectural shingles, standard asphalt	Cost-effective, long lifespan
Exterior Finishes	Vinyl, fiber cement siding	Low maintenance, durable
HVAC/Systems	Energy-efficient systems (SEER ≥14)	Supports affordability through lower utilities

X Not Allowed / Not Recommended (Luxury or Excessive)

Category	Luxury / Disallowed Examples	HUD Concern
Countertops	Granite, quartz, marble	Inflates cost; not essential
Cabinetry	Custom hardwood cabinetry	Exceeds modest housing standard
Flooring	Hardwood, travertine, imported tile	High cost, high maintenance
Appliances	Professional-grade (Viking, Sub-Zero, Bosch)	Not reasonable for affordable housing
Fixtures	Designer plumbing or light fixtures	Aesthetic luxury, not necessity
Roofing	Metal, slate, tile roofs	Premium materials, high replacement cost
Exterior Finishes	Brick on all elevations	Increases cost beyond affordability range
Technology / Smart Features	Smart home systems, luxury security, in-wall sound	Non-essential upgrades

⚙️ Key Cost Controls

- **Value Engineer:** Choose durable but modest materials that ensure longevity.
- **Compare Local Standards:** Align with typical finishes of new affordable homes in the same market.
- **Document Cost Reasonableness:** Maintain bids, market comparisons, and justification for materials chosen.
- **Energy Efficiency Emphasis:** Focus on lowering long-term operating costs for homeowners, not luxury appeal.

🏠 HUD's Expectation

HUD expects affordable housing construction to:

- Reflect **quality and pride**, not luxury.
- Promote **sustainability and durability**.
- Maximize the **use of federal funds** to serve more families.

Key Reminder:

“Build homes people are proud to live in—without pricing out the family.”