



## COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES TUESDAY, SEPTEMBER 23, 2025

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### **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:

<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. 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**

2. 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.



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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