



**ADMINISTRATOR'S REPORT**  
OFFICE OF THE CITY ADMINISTRATOR  
WESTMINSTER, SOUTH CAROLINA

August 27, 2021

**GENERAL INFORMATION**

**Code Enforcement**

Attached is the first reporting of the Code Enforcement efforts currently underway. Changes to the City code may be necessary to effect the changes City Council has described as important. One option the staff is currently evaluating is proposing City Council consider adopting the International Property Maintenance Code. More to come in the near future.

**Boundary and Topographic Survey for Hall Street Property**

This week, Encompass Services submitted the boundary and topographic survey for the Hall Street property. The survey was forwarded to SeamonWhite (SW) for incorporation in to the conceptual design of the site. Once this is complete, SW will present additional information, which is expected to include estimates of probable costs, to the Recreation Planning Committee. From there, the Recreation Planning Committee will craft and submit its recommendation to the City Council.

**Riley Street Demolition**

Demolition crews have staged equipment to begin the demolition of the old building and fencing at the Riley Street property. Demolition and site cleaning is expected to be complete by the end of next week.

**Meeting With Oconee County NAACP**

This week The City Administrator and Lt. Matt Patterson meet with a delegation of the Oconee County NAACP. The meeting was cordial and informative. Staff supports the work of the Oconee County NAACP and welcomes its input.

**PLEASE MARK YOUR CALENDARS**

- September 7, 2021 at 6:00 pm - Westminster City Council Meeting at the Westminster Fire Department
- September 13, 2021 at 4:00 pm OJRSA Board Meeting at OJRSA
- September 22, 2021 at 4:00 pm - OJRSA Operations & Planning Committee Meeting at OJRSA
- September 23, 2021 at 10:00 am – PMPA Board Meeting at PMPA
- September 27, 2021 at 4:00 pm - OJRSA Finance & Administration Committee Meeting at OJRSA *(date changed)*

PROPERTY ADDRESS	PROPERTY ISSUE	STATUS	OUTCOME
205 Walhalla st.	GRASS, UNDERBRUSH, TRASH	LETTERS SENT AND TALKED TO OWNER ON 8/9/21. NOTHING DONE BY OWNER BY 8/25, STARTING FINES	PENDING
117 Pritchard St.	Trash in front yard by road.	Talked to renter and caretaker to clean up on 8/19.	Trash removed
109 Pritchard St.	Trash in front yard by road.	Talked to renter and caretaker to clean up on 8/19.	Trash removed
W. King st. Apt. # 6	Rental inspection	Inspected apartment.	Passed
W. King st. Apt. # 4	Rental inspection	Inspected apartment.	Passed
438 Bow St.	Rental inspection	Inspected apartment.	Passed
205 Lakeside Dr.	Trash on porch.	Letter sent on 8/26.	Pending
305 Lakeside Dr.	Trash and debris in yard.	Letter sent on 8/26	Pending
208 E. Main st.	Overgrown and tall grass/Possible Demo	Two certified letters sent with no response.	Investigating next step
210 Walhalla St.	Tall grass and vehicle parking	Letter sent, owner contacted office, property cleaned.	Cleaned up