



ADMINISTRATOR'S REPORT

Kevin Bronson

Office of the City Administrator
Westminster, South Carolina

September 4, 2026

GENERAL INFORMATION

Downtown Streetscape Update

As of this writing, the construction areas on Main Street and Retreat Street are expected to remain closed for the Apple Festival. While this is not how we had hoped things would unfold, it is the reality we are working with. The Apple Festival Committee has been aware of this possibility for many months and has been planning accordingly. The festival will have a modified layout this year that utilizes more of the western end of Main Street than in years past. We appreciate everyone's patience as we work through the construction, and we look forward to a great Apple Festival.

Main St is nearly at final grade. Sidewalk is complete at storefronts. Hydrants at Lucky St and Retreat St are complete. Asphalt paving began this week on Retreat and Main Streets. Water taps and new mains are complete, sidewalks and concrete work are in the final stages. Work on the Grey Street underpass is scheduled for September 8-15th which requires additional coordination with the railroad protective services.

The streetscape project is paid for with a combination of Community Development Block Grant, Appalachian Regional Commission Grant and Oconee County C-Funds.

Open Position – Assistant to the City Administrator

Applications are being accepted for the Assistant to the City Administrator position. More information is available here: <https://westminstersc.org/careers/>

SC250 Commission – Markers Project

The project began in January 2020 as an effort to locate and document South Carolina's roadside historical markers related to the American Revolution. The initiative focused on identifying each marker, photographing both sides, recording accurate GPS coordinates and street addresses, and assessing its current condition. The broader goal is to ensure these markers remain visible, accessible, and well maintained for residents and visitors. As South Carolina highlights its Revolutionary-era history, the project seeks to preserve and promote these markers as important historical and tourism assets. Learn more here: <https://screwwarmarkersproject.com/>

The William Bartram Statue Project

The Westminster William Bartram Statue Project website is available at <https://www.williambartramsc.com>

This website will be used to inform the public about the project and seek donations to make it a reality. Once the project is complete the website will then be used to promote places and activities in Oconee County that inform, educate and entertain those interested about Bartram's legacy and the natural environment.

Sustain SC Provides Insight into Energy and Water Usage with Data Centers in South Carolina

Recently Sustain SC held a symposium in Greenville, SC. The topic was: *Key Insights on Water and Energy Use with Data Centers in South Carolina*. How does South Carolina meet rapidly growing electricity demand while managing water responsibly for large growth users, specifically the data center industry? For insight into the discussion look here:

<https://www.sustainsouthcarolina.org/insights/rippvy2cbd3jqvwi73vyzdnzg9m4>

This Week in Rec: An Update from Recreation Director Herb Poole

- All fall sports schedules are now posted on the Westminster Recreation Department Facebook Page except for 14/15u baseball.
- Volleyball & soccer games started this past week. Fall baseball & fall softball will start their games next week.
- We have several donated pieces of fall sports equipment. We have soccer shin guards, batting helmets, volleyball knee pads, etc. Anyone needing equipment should contact us at 864 647 3208 or message us on Westminster Recreation Department Facebook Messenger.
- The next travel baseball tournament is scheduled for September 12-13.
- Basketball registration will be held in October. Details will be available in the coming weeks.

Lucky Street, James Street, and Highland Avenue Water Improvements

Notice to Proceed was issued March 25, 2026. Construction schedule details 90 days to Substantial Completion, 105 days to Final Completion. Lucky St Water Main is 100% complete. Mimosa St Extension Water Main install is completed as well. Highland Ave 6" main installation has been completed & tied into Norris. Installation of 6" main for James St to Main St is complete. Pressure test has passed and Notice to Operate was issued by SCDES. The next step is moving the service lines. *(No changes since last report.)*

Electric Undergrounding Project

UPA has completed all boring. Pads have been set. 100% of the wire has been pulled. 90% of terminations have been made. Switchgear has been delivered. UPA is back on-site splitting cables and preparing for final testing. Completion was projected for the end of August but may now push into early-to-mid September.

SCADA Upgrade Project

The Notice to Proceed was issued March 26, 2026. The project schedule details 150 Days to Substantial Completion, 180 Days to final completion. The radio survey has been completed with excellent results. The design is in development, and graphics will be sent for approval soon. Radios & antennas have been delivered. Additional mounting hardware is still arriving. Onsite work is currently in progress with new radio antennas being mounted at each location. Project is nearing final stage.

Unity Tank Upgrade

The Unity Tank project is being funded through the South Carolina Rural Infrastructure Authority (SC RIA) and the City's 2025 Combined Utility System Bond. The DES construction permit has been approved, and the project has been approved by RIA to start the bidding process. Bids dates are September 9th for pre-bid, and September 16th for bids due. *(No changes since the last report.)*

Fire Department August Report

Attached is Chief Smith's call report for August.

Police Department August Report

Attached is Chief Miller's activity report for August.

Code Enforcement - August Report

Attached is the code enforcement report for August. Of note, a demolition permit has been issued for 113 W. Main Street.

Board of Zoning Appeals

The BZA is scheduled to meet on September 17, 2026 at 5:00 pm at City Hall. The agenda packet will be included in next week's Administrator Report.

Westminster Planning Commission

The PC is scheduled to meet on September 17, 2026 at 6:00 pm at City Hall. The agenda packet will be included in next week's Administrator Report.

OJRSA

Past and future meetings are available on OJRSA's YouTube channel

<https://www.youtube.com/@OconeeJRSA>

PMPA

Nothing to report. (www.pmpa.com)

PLEASE MARK YOUR CALENDAR

September 7, 2026 City Offices Closed in observance of Labor Day

September 8, 2026 at 6:00 pm City Council Meeting at the Westminster Fire Department

September 10, 2026 at 9:00 am OJRSA Reconstitution Committee and Executive Committee at OJRSA

September 14, 2026 at 4:00 pm OJRSA Board Meeting at OJRSA

September 17, 2026 at 8:30 am OJRSA Operations & Planning Committee at OJRSA

September 22, 2026 at 9:00 am OJRSA Finance & Administration Committee at OJRSA

September 24, 2026 at 10:00 am PMPA Board Meeting at PMPA

Special Events Calendar

South Carolina Apple Festival – September 10-12, 2026 Downtown Westminster

Read more about the festival here: <https://www.scapplefestival.com/>

SC Foothills Heritage Fair – September 22-26, 2026 at the FARM Center

For more information, visit the FARM Center's website here: <https://www.farmoconee.org/fair>

South Carolina Bigfoot Festival – October 9-10, 2026 Downtown Westminster

For more information: <https://www.scbigfootfestival.com/schedule>

Music on Main by the Westminster Music Centre – October 17, 2026 Main Street Westminster

...details to come...

Boo on Main - October 31, 2026

...details to come...

Veterans Day Parade – November 11, 2026 Downtown Westminster

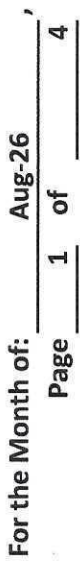
Time TBD.

Christmas Parade – December 4, 2026 Downtown Westminster

Time TBD.

August 2026 Code Enforcement Report									
Address	Parcel ID	Owner Name	Violation Type	Code #	Notice Date	Notification Method	Due Date	Notes / Status	Case Status
106 PUMP HOUSE RD	530-16-02-013	DHP Real Estate LLC	Mobile Home / Zoning Violation	R15		Notice of Violation / BZA Appeal		Carried forward into August. Property owner appealed the City's determination requiring removal of the mobile home from the R-15 lot. BZA public hearing scheduled for 09/15/2026 at 5:00 PM at Westminster City Hall, 100 E Windsor St, Westminster, SC 29693. Public notice prepared for the hearing.	Open / BZA Appeal Pending
214 WALHALLA ST	530-07-04-009	DENDY LATAISHA	Unsafe Structure	IPMC	04/09/2026	Certified + Posted		Carried forward into August.	Open
201 WILLOW ROW	530-12-01-039	UP COUNTRY SC INVESTMENTS LLC	Chicken / Zoning	N/A		NOV		Carried forward into August.	Open
210 E MAIN ST	530-16-04-007	BLAND FRED & BAILEY KATHY	Accessory Buildings	N/A	07/07/2026	Hand Delivered	08/06/2026	30-day compliance period expired 08/06/2026. Citation issued in person to Fred Bland on 08/10/2026 for the unauthorized accessory buildings; fine set at \$50.00 per day while the violation continued. On 08/17/2026, it was noted that the buildings in violation had been removed from the property. Compliance achieved; case closed.	Closed / Compliance Met / Fine Paid
606 S PIEDMONT ST	530-29-02-010	BARNES AMANDA M	Garbage / Refuse	N/A	07/09/2026	Hand Delivered	08/08/2026	Carried forward into August.	Open
111 WOOD ST	530-24-03-001	SWAFFORD MARSHA	Grass & Weeds	IPMC	07/10/2026	Pending	08/09/2026	Unlicensed/derelict minivan has been removed; vehicle portion of NOV corrected. Grass and weeds violation remains outstanding. Aggressive dog noted.	Open
1109 E Main St - Waffle House Development – Lot Consolidation	530-22-08-007, 530-22-08-015, 530-22-08-016, 530-22-08-018, 530-22-08-019	Yaar Hosseini	Plat Review / Lot Consolidation Approval	HC	08/12/2026	Email		08/12/2026 - New plats received. Plats stamped and signed and are ready for pickup. Yaar Hosseini, Real Estate Director, Waffle House Inc., notified by email.	Approved / Awaiting Pickup
1109 E MAIN ST	530-22-08-007	MEFLEH YOUSEF	Grass & Weeds	N/A	08/10/2026	Courtesy Notice	08/20/2026	Courtesy notice issued 08/10/2026 for overgrown grass and weeds. 10-day compliance period provided.	Open
204 COLLEGE ST	530-12-04-001, 530-12-04-002	BROWN COMMERCIAL PROPERTY MANAGEMENT LLC / David Brown	Property Maintenance / Development Plan Follow-Up	N/A	08/10/2026	Certified Letter		Certified follow-up letter issued 08/10/2026. February 2026 site plan milestones have not been met, including re-boarding the old site by end of March and demolition of the old gym by end of May. Power pole removal was completed. Owner requested to contact Code Enforcement and provide an updated status, plans, and timeline for the remaining buildings and site. Updated information is needed for City Administrator Kevin Bronson to determine how the City will proceed.	Awaiting Owner Response
113 W MAIN ST	530-11-11-003	CEC RENTALS LLC / Chris Cleveland	Unsafe / Vacant Structure	IPMC	05/20/2026	Email + Certified Mail		NOV issued to CEC Rentals LLC. Demolition permit was approved 06/15/2026. Property has since been sold to Jason Tannery D/B/A Jet Commercial. Case under CEC Rentals LLC closed due to change of ownership; continuing property conditions are tracked under the new owner.	Closed / Ownership Changed
113 W MAIN ST	530-11-11-003	Jason Tannery D/B/A Jet Commercial	Unsafe / Vacant Structure	IPMC	08/26/2026	Certified Letter	09/05/2026	New ownership reflected. After three prior unsuccessful contact attempts, a certified letter was sent to Jason Tannery D/B/A Jet Commercial on 08/26/2026 requesting a written response within 10 days outlining the owner's intent for 113 W. Main St. and a tentative timeline for repair, demolition, or redevelopment. The letter also advised of the prior NOV issued to CEC Rentals LLC, the denied extension request, and the demolition permit approved 06/15/2026. Awaiting response from new owner.	Open / Awaiting Owner Response

1109 E Main St - Waffle House Planning Commission	530-22-08-007	Waffle House, Inc.	Planning Commission / Plat & Lot Usage Approval	HC	08/26/2026	Public Notice / Planning Commission Announcement	09/15/2026	Public notice prepared for the Planning Commission meeting scheduled for 09/15/2026 at 6:00 PM at Westminster City Hall. Matter pertains to the Waffle House development and consideration of the new plat and proposed lot usage. Tracked separately from the current property owner's code enforcement matters.	Planning Commission Pending
310 - 330 Hall Rd Horton Field	530-09-01-002, 530-09-01-004, 530-09-01-006, 530-09-01-015	CITY OF WESTMINSTER	Planning Commission / Rezoning	Residential → Governmental	08/26/2026	Public Notice / Planning Commission Announcement	09/15/2026	Public notice prepared for the Planning Commission meeting scheduled for 09/15/2026 at 6:00 PM at Westminster City Hall, 100 E Windsor St, Westminster, SC 29693. The four City-owned parcels are currently zoned residential and are proposed to be rezoned to Governmental property.	Planning Commission Pending
201 D ST	530-18-01-006	LAREDO MICHAEL S C	Property Maintenance / Vacant Structure Maintenance	2021 IPMC §§ 302.1, 302.4, 304.1	05/26/2026	Certified Letter		NOV dated 05/26/2026. The initial letter was not addressed correctly. A corrected Notice of Violation was sent via certified letter on 08/31/2026. Awaiting delivery/receipt; 30-day compliance period runs from receipt of the Notice.	Open / Awaiting Compliance



Monthly Incident Report

Date	Time	Shift	Address	NFIRS #	Day Run 0800-2000	Night Run 2000-0800	Structure Fires 111	Other Fires 100	Explode Overpressure 200	EMS/ Rescue 300	Hazardous 400	Service Calls 500	Good Intent 600	False Alarms 700	Weather 800	Mutual Aid 900	Run Time (Closest 5 min) HR:MM	Cumulative Run Time (for month)	Jurisdiction			Property Dollars (Structure & Contents)	
																			City	County	Other District	Loss	Saved
1	22:56	B	Tabor RD	777		X									X		3:00	3:00		X			
2	04:33	B	1761 DR Johns RD	778		X				X							:20	3:20		X			
2	09:03	C	W Bennett RD	779	X										X		:20	3:40		X			
2	11:01	C	155 Maxim DR	780	X					X							:20	4:00		X			
2	11:55	C	110 B ST	781	X					X							:10	4:10	X				
2	16:44	C	Doyle ST/Charles DR	782	X										X		:30	4:40		X			
2	16:45	C	102 Parkview ST	783	X					X							:10	4:50	X				
3	06:37	C	202 Park AVE	784		X				X							:20	5:10	X				
3	07:07	C	721 Westminster HWY	785		X											:20	5:30		X			
3	14:19	A	595 West oak Hwy	786	X					X							:10	5:40	X				
3	15:36	A	1049 E Main St	787	X					X							:30	6:10	X				
3	20:00	A	125 Palomina Trl	788		X				X							:30	6:40		X			
4	12:11	B	437 Old Seneca RD	789	X		X										1:00	7:40		X			
4	15:58	B	1740 Clearmont RD	790	X							X					:10	7:50		X			
4	17:41	B	437 Old Seneca RD	791	X			X									:20	8:10		X			
4	22:31	B	437 Old Seneca RD	792		X						X					:40	8:50		X			
5	10:15	C	437 Old Seneca RD	793	X							X					:20	9:10		X			
5	11:17	C	1100 Greenfield RD	794	X					X							:30	9:40		X			
5	15:43	C	Westminster HWY	795	X					X							:20	10:00		X			
5	20:42	C	1222 Toccoa Hwy	796		X				X							:20	10:20		X			
6	09:44	A	721 Westminster HWY	797	X					X							:10	10:30		X			
6	14:50	A	Seed Farm Rd	798	X			X									:40	11:10		X			
6	17:35	A	203 Freeman Hill Rd	799	X					X							1:50	13:00	X				
6	20:12	A	E Main / Alley St	800		X						X					:05	13:05		X			
7	03:27	A	399 Sara Craig Dr	801		X				X							1:00	14:05		X			
7	06:26	A	705 E Main St	802		X				X							:20	14:25	X				
7	08:02	B	W Main St	803	X							X					:15	14:40	X				
7	09:38	B	302 Shadow Ln	804	X					X							:30	15:10		X			
7	14:03	B	2424 Sandifer Blvd	805	X					X							:10	15:20		X			
Totals					19	10	1	2	0	18	0	2	3	0	3	0	0			8	21		



Monthly Incident Report

Westminster Fire Department

Date	Time	Shift	Address	NFIRS #	Day Run 0800-2000	Night Run 2000-0800	Structure Fires 111	Other Fires 100	Explosive Incidents 200	EMS / Rescue 300	Hazardous Materials 400	Service Calls 500	Good Intent 600	False Alarms 700	Weather Related 800	Mutual Aid 900	Run Time (Closest 5 min) HR:MM	Cumulative Run Time (for month)	Jurisdiction			Property Dollars (Structure & Contents)	
																			City	County	Other District	Loss	Saved
7	15:12	B	815 West Oak Hwy	806	X					X							:25	15:45		X			
7	15:51	B	281 Phillip Lear Rd	807	X					X							:30	16:05		X			
7	18:39	B	136 Dewey St Unit B	808	X			X									:10	16:10	X				
7	21:44	B	100 Sunshine Cir Apt 40	809		X				X							:25	16:35	X				
8	0:32	B	2398 West Oak Hwy	810		X				X							1:25	18:00		X			
10	3:48	A	399 Sara Craig Dr	811		X				X							:30	18:30		X			
11	9:41	C	163 Prater DR	812	X					X							:20	18:50		X			
11	10:05	C	609 Mimosa RD	813	X					X							:20	19:10	X				
11	12:58	C	507 S Hampton ST	814	X					X							:20	19:30	X				
11	17:44	C	111 Wood ST	815	X					X							:10	19:40	X				
11	18:40	C	105 Commerce WAY	816	X									X			:20	20:00		X			
11	23:49	C	133 W Freeman RD	817		X				X							:40	20:40		X			
12	9:39	A	Sandifer Blvd	818	X							X					:20	21:00		X			
12	12:30	A	109 E Windsor St	819	X					X							:25	21:25	X				
13	10:27	B	201 Dixon Rd	820	X									X			:10	21:35		X			
13	22:27	B	201 N Isundega St	821		X				X							:20	21:55	X				
14	15:00	C	326 Doyle ST	822	X					X							:15	22:10	X				
14	16:39	C	520 S Spring ST	823	X		X										:10	22:30		X	501		
14	18:28	C	797 Doyle ST	824	X					X							:20	22:50		X			
14	20:11	C	116 Long DR	825		X				X							:20	23:10		X			
15	11:20	A	408 Mimosa Rd	826	X					X							:30	23:40	X				
15	13:51	A	721 Westminster HWY	827	X					X							:15	23:55		X			
15	18:37	A	464 Chauga Rd	828	X					X							:20	24:15		X			
16	10:02	B	216 N Isundega St	829	X							X					:15	24:30	X				
16	11:37	B	216 Westminster Hwy	830	X					X							:30	25:00	X				
16	13:36	B	108 Cleland Dr	831	X					X							:20	25:20		X			
16	15:21	B	244 Birtha Allan Rd	832	X					X							1:00	26:00		X			
17	5:06	B	405 N Piedmont St	833		X				X							:35	26:35	X				
17	7:53	C	500 West Oak HWY	834	X					X							:20	26:55	X				
				Totals	22	7	1	1	0	23	0	2	0	2	0	0			13	16			



Westminster Fire Department

Monthly Incident Report

For the Month of: **Page**

Aug-26

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Date	Time	Shift	Address	NFRS #	Day Run 0800-2000	Night Run 2000-0800	Structure Fires 111	Other Fires 100	Explosives 200	EMS/Rescue 300	Hazardous 400	Service Calls 500	Good Intent 600	False Alarms 700	Weather 800	Mutual Aid 900	Run Time (Closest 5 min) HR:MM	Cumulative Run Time (for month)	Jurisdiction			Property Dollars (Structure & Contents)	
																			City	County	Other District	Loss	Saved
17	09:37	C	102 John ST	835	X					X							:05	27:00	X				
17	11:24	C	308 Cobb Bridge RD	836	X		X										:40	27:40		X	2401		
18	19:57	A	209 Westminster Hwy	837	X					X							:25	28:05	X				
19	02:17	A	403 N Piedmont St	838		X				X							:50	28:55	X				
19	11:02	A	132 W Bennett Rd	839	X					X							:40	29:35		X			
19	17:23	B	1278 Academy Rd	840	X		X										:05	29:40		X	903		
19	19:14	B	108 Ridgefield Rd	841	X												:30	30:10		X			
19	21:20	B	1115 Chau Ram Park Rd	842		X				X							:30	30:40		X			
20	07:58	C	102 Westminster HWY	843	X												:20	31:00	X				
20	13:31	C	3701 Blue Ridge BLVD	844	X		X										:05	31:05		X	501		
20	15:58	C	Alpha DR/S HWY 11	845	X					X							:20	31:25		X			
21	01:54	C	508 Kennesaw DR	846	X	X											2:30	33:55		X	1001		
21	03:09	C	399 Sara Craig Dr	847		X				X							:35	34:30		X			
21	13:26	A	273 Toccoa Hwy	848	X	X				X							:20	34:50	X				
21	15:07	A	502 S Hampton St	849	X					X							:30	35:20	X				
21	23:56	A	222 N Seed Farm Rd	850		X				X							:20	35:40		X			
22	11:34	B	405 N Piedmont St	851	X					X							:05	35:45	X				
22	17:08	B	211 Gaston Cir	852	X										X		2:45	37:30	X				
23	11:42	C	404 Lakeside DR	853	X					X							:30	38:00	X				
23	19:37	C	100 Sunshine Cir APT 46	854	X					X							:10	38:10	X				
24	17:10	A	111 Wood St	855	X					X							:05	38:15	X				
24	18:09	A	Sandifer Blvd	856	X							X					:30	38:45		X			
25	02:03	A	612 Bolt Rd	857		X				X							:25	39:10		X			
25	08:44	B	1496 Coffee Rd	858	X					X							:25	39:35		X			
25	15:37	B	1620 Coffee Rd	859	X					X							:25	40:00		X			
26	00:06	B	319 Anderson Ave	860		X				X							:30	40:30	X				
26	13:59	C	1220 Chau Ram Park RD	861	X					X							1:20	41:50		X			
26	18:18	C	426 West Oak HWY	862	X					X							:10	42:00	X				
26	23:33	C	302 Newbury CIR	863		X	X										7:00	49:00		X	1501		
					21	8	5	0	0	22	0	0	1	0	1	0			13	16			
					Totals																		

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Westminster Chief of Police Monthly Report

August 2026

Offenses/Incident Reports	29
Vehicle Accidents	5
Use of Force Incidents	0
DUI	0
Arrests	15
Citations Issued	41
Warnings Issued	116
Traffic Stops	157
Security Checks	85
Total Calls	558
Training Hours	40

08/03 WMPD is currently investigating a Breach of Trust case that occurred at a local business.

08/03 WMPD arrested male subject for disturbing the peace and dogs running at large

08/04 WMPD arrest a male subject for several outstanding warrants out of Seneca

08/04 WMPD investigated a Criminal Sexual Conduct case. Info only

08/06 WMPD investigated a death that occurred by overdose

08/08 WMPD arrested a female driver after a traffic stop on West Oak Highway for numerous driving violations.

08/10 WMPD arrested a male driver after a traffic stop on E. Main St for numerous driving violations.

08/15 WMPD investigated a Breach of Trust incident that occurred on Riley St

08/15 WMPD arrested a female driver after a traffic stop on E. Main St for numerous driving violations.

08/17 WMPD arrested a male driver after a traffic stop on West Oak Highway for numerous driving and narcotic violations

08/19 WMPD investigated a death of an infant that occurred on N. Piedmont St

08/19 WMPD arrested a male driver after a traffic stop on W. Windsor St for numerous driving violations.

08/23 WMPD arrested a male subject on S Hampton for Distribution of Meth after responding to a disturbance call.

08/23 WMPD responded to Hall Rd after someone found a loaded firearm in the bathroom.

08/23 WMPD arrested a male driver after a traffic stop on E. Main st for numerous driving and alcohol violations.

08/24 WMPD arrested a male driver after a traffic stop on Sunshine Circle for numerous driving violations.

08/26 WMPD arrested a male driver after a traffic stop on W. North Ave for numerous driving violations.

08/26 WMPD arrested a female for outstanding warrants out of OCSO after she was discovered sleeping in the park

08/27 WMPD arrested a male subject on S Hampton for Distribution of Meth after responding to a disturbance call.

08/29 WMPD investigated a armed robbery that occurred at Power Trac. Subject was arrested in Greenville

08/30 WMPD recovered a stolen vehicle and arrested the driver after locating the vehicle on W. Windsor St

08/31 WMPD arrested a male driver after a traffic stop on E. Main St for numerous driving violations.

Chief Notes

08/03-4 ARMS meeting updated

08/10 Durham Started with the PD

08/11 City Staff and council meeting

08/14 Blue Ridge Breakfast

08/21 SCLEN meeting and Horton Ribbon Cutting

08/26 Staff Meeting

Fred Miller

Chief of Police