

ATTACHMENT 9

Umberger, Glen

From: Colin, Heather
Sent: Tuesday, November 21, 2023 12:43 PM
To: brownlab100@yahoo.com
Cc: Icard, Kevin; Steese, Stephen; Umberger, Glen
Subject: Allen-Lockwood House, 94 Calhoun Street, COFA-08-23-018346

Mr. Thomas –

This email is a follow up to your request to postpone any action concerning your application for Certificate of Appropriateness for modifications to the Allen-Lockwood home.

Because there is no longer an active permit or approval for construction or development activity on site, you will need to secure the structure.

This includes the following:

- Remove all construction equipment and materials for the site per the Town's Municipal Code of Ordinances, Article VI. Sec. 5-271. Construction site property maintenance; and
- Secure the structure per Article V. – Unsafe Buildings/Structures.

It is recommended to secure the structure with plywood or similar coverings for the front and rear exterior doors as well as the broken windows. The building should also be wrapped with a Tyvek-type material to prevent any further deterioration.

If you choose not to act on your request by March 1, 2024, I will consider your request withdrawn. Prior to the commencement of any exterior changes to the structure or site you must first receive approval from the Town of Bluffton.

The HPC (Historic Preservation Commission) will approve their 2024 meeting dates and associated application deadlines at their meeting December 6. I will forward the calendar to you for reference as it pertains to your request and next steps.

Please do not hesitate to contact me if you have any questions or concerns.

Heather L. Colin, AICP
Assistant Town Manager

Town of Bluffton
20 Bridge Street
Bluffton, SC 29910
Office (843)706-4592
Mobile (843)540-6946
www.townofbluffton.sc.gov



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