

**TOWN OF AWENDAW**

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Katharine Watkins | *Town Administrator*

Donna F. Steed | *Clerk/Treasurer*



**Miriam C. Green | Mayor**

**Town Council**

Paul Brown | Frank Frazier

Darrell Ketchens | Wendy Helms

Bryan McNeal, Jr. | Kent Prause

**Town of Awendaw  
Planning Commission Meeting  
Minutes**

**Monday, November 17th, 2025**

**6:00 PM, Awendaw Town Hall**

**6971 Doar Road, Awendaw, SC 29429**

**A. Prayer, Pledge of Allegiance & Reading of the Civility Pledge**

At 6:01 pm, Chairman John Osguthorpe, called Planning Commission Meeting to order. Mr. Jeff Hardee read the Serenity Prayer, all recited the Pledge of Allegiance & Chairman Osguthorpe led the Civility Pledge.

**B. Call to Order and Roll Call**

Chairman Osguthorpe called the meeting to order. Mr. Jay Reigart, Dr. John Osguthorpe, Mr. James Gardner, Ms. Kelly Cousino, Mr. Jeff Hardee Town Administrator Mrs. Katharine Watkins, Town Planner Mr. Daniel O'Hara, Interim Town Planner Mr. Riccardo Giani, Town Planning Clerk Takeya White and Town Attorney Mr. Mac McQuillin, were all present. Mr. McQuillin arrived at 6:03pm.

**C. Approve Minutes as available – October 2025**

Chairman Osguthorpe then moved to agenda item C. Planning Director, Mr. Daniel O'Hara, then called a point of clarification around Agenda Item F(b) Vested Rights Draft Ordinance. The drafted ordinance language was still pending legal review, so there was no draft for the board to review or vote on. He was asking that no motion be taken on that item.

Chairman Osguthorpe then confirmed that there would be no motion taken on Agenda item F(b). Chairman Osguthorpe then prefaced agenda item C., "Approval of the minutes," and asked the board if they had any changes or amendments for the minutes. Hearing none, he requested a motion.

**Motion: To approve the October 2025 Planning Commission Meeting Minutes**

**Posed By: Mr. James Gardner**

**Second: Ms. Kelly Cousino**

**Vote: Unanimous Approval**

Chairman Osguthorpe then asked Planning Director Daniel O'Hara to take on time keeping and lead the commission into agenda item D., "Public Comments" and spelled out the procedures of the public comments and then asked if there were any wishing to speak.

**D. Public Comments –**

*The public comment period will be limited to a total of 25 minutes. Each speaker will have up to 2 minutes. No individual may speak more than once until all others wishing to comment have had an opportunity.*

Mr. O'Hara asked the public to state their name and their address for the record. 1 resident desired to speak.

*Andrea Frasier 7815 Gull Bay Drive who aired her concerns about the Vested Rights of TMS# 661-00-00-029*

***[Audio Time Stamp 0:05:27.68]***

***[YouTube Time Stamp 2:59]***

**E. New Business –**

Chairman Osguthorpe then moved on to New Business item, E(a), and stated that he thought that the proposed PD was vested until a few weeks prior, asked town attorney, Mr. Mac McQuillin, if he could weigh in on the item.

**a. Text Amendment – Amend an existing Planned Development, Awendaw Storage, identified by TMS 661-00-00-029.**

Town Attorney, Mac McQuillin debriefed Planning Commission by explaining that the owner of TMS 661-00-00-029 reached out Vested Rights and an extension letter. He, Daniel O'Hara and Riccardo Giani ran an analysis on the time frame and determined that their request for an extension didn't come in until 2.5 years after it was originally approved. They needed to request their extension during the conditional 2-year period. As such, their Vesting period expired. This request went before town council in October 2025 for 1<sup>st</sup> reading, and so the pending ordinance doctrine is now in play, so that if they do submit plans, they won't receive the benefit of the "Time of Application" rule. The ordinance was then sent back to the Planning Commission for recommendation before going back before Town Council for second and final reading.

He also explained that under the when reviewing ordinances, the Planning Commission performs under a recommendation capacity, and under the case law, in order for the pending ordinance doctrine to apply, it had to go through 1<sup>st</sup> reading and public hearing by council, which it already has. If the applicant submitted applications after that 1<sup>st</sup> reading, the Town of Awendaw would let them know that we are in the process of amending their PD and they have to comply. If we didn't do

this and it came to the Planning Commission first, and they submitted and application, the applicant would be operating under the old PD.

After Mr. McQuillin explained the circumstances, the Planning Commission continued discussion with the town attorney and the planning staff.

Town Administrator, Katharine Watkins, then called for Point of Clarification, and requested the board make a motion to go into discussion. **[Time Stamp 0:18:26.22]**

**Motion: To open discussion on the existing Planned Development for TMS 661-00-00-029.**

**Posed By: Mr. James Gardner**

**Second: Dr. John Osguthorpe**

**Vote: Unanimous Approval**

After the Planning Commission went through the Planned Development Document for TMS 661-00-00-029, they recommended the following amendments.

**Motion: To send the following recommended amendments for the PD Document for TMS 661-00-00-029 to Town Council.**

1. Remove self-storage as a permitted use.
2. Revise the suggested setbacks as proposed by staff.
3. Revise the wetland setback to comply with the current ordinance.
4. Accept Section 5 as revised by staff.
5. Accept Section 7(B) as recommended by the Planning Commission to reduce the color range to 3000K or less.
6. Accept Section 8 as revised by staff.
7. Accept Section 12 as revised by staff, by striking the floor area ratio as recommended.
8. Minimum lot coverage for residential 30,000 sq. ft., stipulating that the commercial is on Hwy 17 and residential is on Doar Road.
9. Accept Section 2 as recommended by the Planning Commission to strike language "...or in conjunction with the storage," and replace language with "residential."

**Posed By: Mr. Jay Reigart**

**Second: Mr. Jeff Hardee**

**Vote: Unanimous Approval**

Chairman Osguthorpe then moved on to New Business Agenda Item B., after briefly discussing the desire to begin crafting a livability ordinance.

**b. Text Amendment - Tree Preservation Ordinance [Time Stamp 1:01:04.37]**

The Planning Commission began their discussion of the Tree Preservation Ordinance. Town Administrator Katharine Watkins [Time Stamp: 1:02:53.71] requested a motion to open discussion.

**Motion: To open discussion on the existing Tree Preservation Ordinance**

**Posed By: Mr. James Gardner**

**Second: Ms. Kelly Cousino**

**Vote: Unanimous Approval**

After a brief discussion, Town Planner, Daniel O'Hara went over his staff report stating that the recommended language change would provide a broader administrative process to ensure that the same procedure for softwood is being applied to hardwood trees. The establishment of a permitting process ensures that proper oversight and best land management practices are taking place before a tree can be removed. This amendment also expands the requirement of when and how a mitigation plan is acted upon. After further discussion, the Planning Commission recommended the Town planner add the following changes:

1. *Section 153.195 Significant Tree Protection, Section A; Strike language (excluding gums and water oaks).*
2. *Section 153.195 Significant Tree Protection, Section C; Strike language "which," and replace with "if they."*
3. *Section 153.195 Significant Tree Protection, Section D; Subsection E, add "Septic field."*
4. *Potentially adding language that states that site plans for new development shall include a tree survey depicting all protected trees as mentioned in sections A & B.*

**[Time Stamp: 1:21:45.02]**

**Motion: To accept the existing Tree Preservation Ordinance as summarized by town attorney, Mac McQuillin.**

**Posed By: Mr. Jeff Hardee**

**Second: Dr. John Osguthorpe**

**Vote: Unanimous Approval**

Chairman Osguthorpe then moved on to Agenda Item C, under New Business.

**c. Comprehensive Plan Action Items – Discussion**

Town Planner, Daniel O'Hara gave a brief overview of the Comprehensive Plan Action Items and encouraged the Planning Commission to peruse the actionable list let him know how they would like to move forward with each.

After brief discussion, Chairman Osguthorpe moved on to OLD BUSINESS, Agenda item F.

**F. Old Business –**

**a. Planning and Zoning Fee Comparison [Time Stamp 1:24:17.56]**

Town Planner, Daniel O'Hara let the commission know that he did have a slide presentation, but out of the interest of time, he would send the slide presentation to the board for them to review for discussion and adoption of new fees.

**b. Vested Rights Draft Ordinance [Time Stamp 1:30:20]**

Chairman Osguthorpe gave a brief overview of where the town is with Vested rights language and emphasized the importance of the need for it expeditiously.

**c. Revisions to Zoning Districts – Parks & Conservation [Time Stamp 1:31:03]**

Chairman Osguthorpe began the discussion by debriefing the Commission on the accepted recommended language for the Parks and Conservation zoning designations. Town Planner Daniel O'Hara noted that the language and his thoughts are laid within his staff report. The Commission was asked to review the language for the two zoning districts, and to discuss and amend it as they saw fit. Mr. O'Hara then read his staff report.

**Motion: To send the recommended zoning district revisions for Town Council Approval**

**First: Dr. John Osguthorpe**

Town Administrator Katharine Watkins then clarified that Chairman Osguthorpe should amend his current motion to recommend the 2 zoning district revisions to Town Council for approval and change it to Potential Motion option #3 as laid out by the town planner in his staff report. Chairman Osguthorpe then noted that was how he wished to proceed.

After more discussion between the board and planning staff, Mr. O'Hara clarified his request and stated that he was asking the Planning Commission to continue to work on the larger effort for total rezoning and that includes adding new zoning districts or amending what's current. Ms. Cousino stated that she would like staff

to put together a list of what staff sees as the most critical changes that would need to happen within zoning and subdivision regulations. At the end of the discussion, Mr. O'Hara asked if there was a motion on the floor. Katharine Watkins interjected and reminded all that the Planning Chair was amending his previous motion to follow staff recommended motion # 3.

**Motion: To approve the amended language but defer a final recommendation to Town Council until further amendments to all zoning districts and standards have been discussed.**

**Posed By: Dr. John Osguthorpe**

**Second: Mr. James Gardner**

**Vote: Unanimous approval**

#### **G. Closing Remarks –**

The Planning Commission thanked Mr. Riccardo Giani for his time and guidance while with the Town of Awendaw.

#### **I. Adjournment**

**Motion: To Adjourn**

**Posed By: Dr. John Osguthorpe**

**Second: Mr. Jay Reigart**

**Vote: Unanimous Approval**

*The meeting adjourned at 7:41 PM*

*Next Meeting – December 15th, 2025*

**IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT, THE PRINT MEDIA WERE DULY NOTIFIED, ALONG WITH A HARD COPY POSTED AT CITY HALL. • SHOULD YOU HAVE QUESTIONS OR COMMENTS, PLEASE CONTACT PLANNING AT (843) 931-8125.**

*DRAFT Minutes Respectfully submitted on Friday, December 12th, 2025, by Takeya White*

**Note: These meeting minutes are not verbatim. To watch the full meeting video, please visit the town's YouTube channel: <https://www.youtube.com/@TownOfAwendaw>**