



**Town of Awendaw
Planning Commission Meeting
Minutes**

VIRTUAL MEETING

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Meeting ID: 893 2594 6851

Passcode: 975339

Monday, December 15th, 2025

6:00 PM, Awendaw Town Hall

6971 Doar Road, Awendaw, SC 29429

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

At 6:02 pm, Chairman John Osguthorpe, began the VIRTUAL Planning Commission Meeting. Town Planner, Mr. Daniel O'Hara, read the Serenity Prayer, all recited the Pledge of Allegiance & led the Civility Pledge.

B. Call to Order and Roll Call - [Time Stamp 0:02:58.37]

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 Attorney, Chloe Satzer, Town Planner Mr. Daniel O'Hara, and Town Planning Clerk Takeya White were all present.

C. Approve Minutes as available – November 2025 [Time Stamp 0:04:00.54]

Chairman Osguthorpe asked the board if they had any changes or amendments for the November 2025 Meeting minutes. Ms. Kelly Cousino requested a few changes and then made a motion to accept the November Planning Commission Meeting Minutes with the noted amendments.

Motion: To approve the November 2025 Planning Commission Meeting Minutes

with the noted corrections. (*Noted changes below)

- Item E, Section a, 2nd paragraph – strike language “~~under the~~”
- Changes to the motion,” *To send the following recommended amendments for the PD Document for TMS 661-00-00-029 to Town Council*
 - #5 – strike “~~reduce the,~~” and amend to say “change the”
 - #8 – strike language “~~Minimum lot coverage for residential 30,000 sq. ft.~~” and replace with “Add a 30,000 sq. ft. minimum lot area for residential lots”
 - #9 – strike language, “~~Accept Section 2 as recommended by the Planning Commission to,~~” and replace with “Revise Section 2 as proposed by staff and,”

Posed By: Ms. Kelly Cousino

Second: Dr. Osguthorpe

Vote: Unanimous Approval

Chairman Osguthorpe then passed the public comments section to Mr. O’Hara, who prefaced the virtual public comment portion.

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.

1 resident desired to speak.

Andrea Frasier 7815 Gull Bay Drive who aired her concerns around the Vested Rights Ordinance not being attached to the posted December Agenda packet.

E. Old Business –

Chairman Osguthorpe then moved on to Old Business item (E)(a) and began discussion with the Commission.

a. Vested Rights Draft Ordinance – Action Item

Town Administrator, Katharine Watkins, then called for Point of Order, and requested the board make a motion to discuss further. [Time Stamp 0:20:19.32]

Motion: To open the floor to further discussion on the Vested Rights Draft Ordinance.

Posed By: Mr. James Gardner

Second: Ms. Kelly Cousino
Vote: Unanimous Approval

The Planning Commission had an extensive hour-long discussion around the proposed Vested Rights Draft Ordinance. At the end of the discussion, Mr. O'Hara confirmed that the Planning Commission would like him to incorporate the recommended revisions and then propose a final draft to the Commission at the next meeting so they can send the recommended document to Town Council in February 2026. [Time Stamp 1:01:41.07]

The Planning Commission noted the following recommended adjustments:

- **Revising the language in the Conditional Approval definition if we can and making sure that the language is clearer and when it meets governing body approval, not subject until it's not**
- **Adding clarification on the individual boards, commissions and individuals that can apply and confirm vested rights (*to include the Board of Zoning Appeals, Planning Commission, Planning & Zoning Administrator, Town Council*)**
- **Phased Development Plan (*Mr. O'Hara stated that he wasn't clear on whether the Commission wanted to include or exclude this, so he will table it for now and leave it in its current place, and it can be discussed at the next meeting if they'd like.*)**
- **Revisions to the approvals that we have; the review process is in the document and serves as a catch-all to anything that the commission hasn't mentioned; Mr. O'Hara noted that Town legal representative, Chloe Satzer, mentioned as well that we have to keep the Site Specific Development Plan definition more in line to what is proposed out any of the discussed definitions**
- **Under Section 153.056, "Overview of Review, Approval, and Appeal Process"**
 - **(C)(1)(c)(5) – Clarify and flesh out language where it states "*... and all other facilities located to protect natural resource areas.*"**
 - **(A)(1) – Change "may" to "must"**
 - **(B) – Change "should" to "shall"**
 - **(D) – Revise it to read at the end of the sentence, "from the date of approval"**
- **Under Section 153.057, "Extensions and Application Requirements"**

- (B) – add language “No less than 30 days, no more than 60 days prior to expiration.”
- (C)(1)(b) – add “documentation of approval”

Chairman Osguthorpe then asked Mr. O’Hara to go over the meeting schedule

Mr. O’Hara then stated that the regular scheduled meeting for January 2026 was scheduled for January 19th, which is MLK Day. Instead that meeting will be changed to January 20th. Also, to get in additional discussions in January, Chairman Osguthorpe reached out to Mr. O’Hara to propose an additional meeting date. He suggested January 12th and January 29th for a Special Called Meeting.

Town Administrator, Katharine Watkins, then called a Point of Order, and requested the board make a motion to direct staff to amend what was recommended. **[Time Stamp 1:13:29.57]**

Motion: To amend the Vested Rights Document with the recommended changes to present to the Commission again next month.

Posed By: Ms. Kelly Cousino

Second: Mr. James Gardner

Vote: Unanimous Approval

F. New Business –

Chairman Osguthorpe then asked Dan to speak again about the meeting dates in January 2026.

a. Meeting Schedule for Planning Commission

Mr. O’Hara, Mrs. Watkins and Mr. McQuillin spoke about possibly shifting the meeting dates. The town attorney has School Board Meetings on the 3rd Monday of the month, and he would like to see if the regular Planning Commission could meet on the 4th Monday and Board of Zoning Appeals meeting dates moved to the 2nd Monday. The time would still be 6:00pm. All changes would be subject to Town Council approval.

G. Closing Remarks –

Chairman Osguthorpe spoke briefly about Planned Developments.

Mayor Crolley chimed in after Chairman Osguthorpe to thank the Commission for the work they are doing for Awendaw.

H. Adjournment - [Time Stamp 1:22:49.29]

Motion: To Adjourn

Posed By: Mr. James Gardner

Second: Mr. Jay Reigart

Vote: Unanimous Approval

The meeting adjourned at 7:24 PM

Next Meeting – January 20th, 2026

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 Wednesday, January 14th, 2026, 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>