**TOWN OF AWENDAW**

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Katharine Watkins | *Town Administrator*
Takeya White | *Clerk*

Town of Awendaw
South Carolina
SETTLED 1696

**Chris Crolley | *Mayor***

**Town Council**
Paul Brown | Wendy Helms
Grace Gasper | Rodney Porcher
Kent Prause | John Timmons

# Town of Awendaw
## Special Planning Commission Meeting Minutes
## Monday, June 8th, 2026
## 6:00 PM

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

Chairman David Osguthorpe opened the meeting with the Serenity Prayer, followed by the Pledge of Allegiance and the Civility Pledge.

**B. Call to Order and Roll Call [Time Stamp: 0:53/2:31:43]**

Chairman Osguthorpe called the meeting to order and conducted roll call.

Present: Chairman David Osguthorpe, Vice-Chairman Jay Reigart, Commissioner James Gardner, and Commissioner Kelly Cousino,

Absent: Commissioner Jeff Hardee

Staff Present: Planning Manager Daniel O'Hara; Town Clerk Takeya White; Town Administrator Katharine Watkins; Town Attorney James Ward

Chairman Osguthorpe confirmed that a quorum was present, that no member of the Planning Commission had a conflict of interest regarding any item on the agenda, and then asked Vice-Chairman Reigart to preside over Agenda Item C. Prior to proceeding, Planning Manager O'Hara raised a point of order, reminding the Commission that the minutes from the previous meeting needed to be approved.

**C. Approval of the Minutes – [Time Stamp: 1:49/2:31:43]**

**a. May 11, 2026 – Planning Commission Special Called Meeting**

**Motion:**

Motion to approve the minutes of the May 11, 2026 Planning Commission Special Called Meeting was made by Vice-Chairman Reigart and seconded by Chaiman Osguthorpe.

**Vote:** Passed unanimously.

**D. Public Comments – [Time Stamp: 2:30/**

*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.*

Chairman Osguthorpe opened the public comment period, limited to 2 minutes per speaker, with time kept by Planning Manager O'Hara. Two members of the public signed up to speak.

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Lynn Vicary, 8470 Doar Road, raised a concern during Public Comments that documents she had submitted directly to Mrs. White at the May 11th meeting were noted in the minutes as "*available upon request from the Planning Department*" rather than being attached directly to the minutes. She requested that her submitted materials — including a reprint of a Post and Courier article — be attached to the minutes record.

Town Clerk Takeya White confirmed for the record that she was absent during the May 11th meeting, so no documents could have been given directly to her specifically and that the documents submitted by Ms. Vicary were on file in the Planning Office.

Ms. Vicary made a "confession" that she misplaced the documents and asked Mrs. White to send her a copy of what she submitted for her own personal records. *(The noted requested documents were emailed to Ms. Vicary during the meeting at 6:34 pm on June 8th, 2026)*

Chairman Osguthorpe noted that the practice of attaching all submitted documents to printed minutes is not standard, given the potential volume of material, but confirmed that items are preserved in the planning office.

Andrea Frazier,7854 Gull Bay Drive, indicated she had only had the afternoon to review the agenda documents and made a brief comment referencing Romain Bay ongoing litigation.

Chairman Osguthorpe acknowledged awareness of related legal matters but noted the Commission would remain focused on the agenda.

Commissioner Kelly Cousino asked whether she could inquire about Ms. Vicary's public comment and whether supporting materials submitted by speakers could be included as an appendix to the online meeting minutes without requiring them to be printed in their entirety. Mrs. White confirmed that such materials are already maintained as part of the meeting record as directed by the Chair and stated that the meeting minutes, along with any applicable attachments, will be made available online.

Chairman Osguthorpe then inquired if there were any other comments. Planning Manager O'Hara stated that there was one more.

Susan Cox, 6209 Rudder Lane, spoke in support of attaching submitted documents to online minutes, noting that residents currently must file FOIA requests to obtain materials already held by the Town, which incurs legal costs for all parties.

After hearing no other commentary, Chairman Osguthorpe requested a motion to close Public Comments.

**Motion: [Time Stamp: 7:37/2:31:43]**

Motion to close the public comment period was made by Commissioner Reigart and seconded by Commissioner Cousino.

**Vote:** Passed unanimously.

**E. New Business –**

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**a. Architectural Submittal Review**

**i. Wappetaw Woods (Formerly Romain Bay Phase 1) - Wappetaw Community PD – (TMS681-00-00-196)**

Planning Manager Daniel O'Hara presented the staff report for the Wappetaw Woods architectural submittal. He provided the following background: the Wappetaw Community Planned Development (PD) was approved by the Town Council on February 7, 2019, and the most recent amended preliminary plat was approved on February 23, 2026. The PD requires that all structures be reviewed by the Planning Commission for exterior construction materials and aesthetics prior to building permit issuance, in conformance with the Awendaw Architectural Guidelines adopted by the Planning Commission on October 15, 2018.

The applicant, D.R. Horton, sought approval of a single comprehensive architectural package in lieu of 84 individual plan submittals, an approach agreed upon by staff and legal counsel. Planning Manager O'Hara summarized key staff findings, including that the maximum lot coverage for the primary structure is 25%, the tallest proposed structure would not exceed 34 feet (highest allowed is 40-foot) maximum, and that setbacks and buffers would be reviewed on a lot-by-lot basis at the zoning permit stage. Staff directed the Commission to focus specifically on exterior construction materials and aesthetics. Staff's principal recommendation was that, if approval were granted, the applicant be required to demonstrate the ability to achieve the necessary design across multiple varying layouts — not merely one singular floor plan — consistent with low country architecture, rural character, and economic value.

**[Time Stamp: 19:00/2:31:43]**

The applicant's representative, Jess Sciortino of D.R. Horton, along with Jared Williamson, presented the architectural package. The presentation included proposed entry monument signage with integrated landscaping, proposed exterior materials including 30-year architectural shingles, steel garage doors, Hardie Plank or equivalent 50-year rated siding, and downlighting for garage entries. Multiple house plans were presented, ranging from approximately 1,500 to 3,500 square feet, with 3 to 5 bedrooms, single- and two-story configurations, and 1- to 3-car garages. Plans presented included 11 different model options, each with multiple elevation options. The applicant noted an anticipated price range in the low to mid-$700,000s and stated their intent to blend plan types throughout the community to avoid monotony.

Commission discussion was substantive. Commissioner Cousino expressed concern that the proposed elevations did not convincingly reflect low country vernacular architecture, citing the absence of prominent covered front porches and the overall suburban character of many plans. She also questioned whether all iterations of each plan would meet Architectural Guideline requirements — particularly those calling for all elevations to be equal in quality, appearance, and detail — noting that some side elevations appeared to have few or no

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windows. Commissioner Gardner asked about the proportion of Hardie Plank versus vinyl siding and whether garage door window options had been considered, noting that carriage-style doors could better evoke low country character. The applicant confirmed that Hardie Plank could be committed to as the standard across all four sides of all structures.

Chairman Osguthorpe read into the record written comments submitted by absent Commissioner Jeff Hardee, who emailed the following comments on the proposed agenda item:

- a maximum structure height of 35 feet
- no vinyl siding, with Hardie Plank or equivalent and a blend of lap siding, board-and-batten, and shakes
- that the sides and rear of homes have the same character as the front elevation
- a consistent theme of low country architecture including shutters, metal roof accents, rectangular columns, attractive front doors, porches, and tabby walkways
- no loud colors
- homes incorporate offsets to create visual interest on the front and sides.

After extended discussion, the Commission formulated a list of conditions.

Commissioner Cousino raised a concern that approving a large package with numerous plan iterations and elevation options placed a difficult enforcement burden on Planning Manager O'Hara. She suggested that the Commission's approval should yield a clear set of criteria against which each permit submittal could be straightforwardly evaluated.

Planning Manager O'Hara confirmed that a clearly defined criteria list would assist staff review. The applicant volunteered to provide a site plan exhibit — updated with each zoning permit submittal — showing the specific plan, elevation, exterior package, and lot location for each home, enabling staff and the Commission to visualize distribution and variety across the community over time.

**Motion:**

Motion to approve the Wappetaw Woods Architectural Submittal with the following conditions was made by Chairman Osguthorpe and seconded by Commissioner Gardner:

(1) Hardie Plank or equivalent siding shall be used on all four sides of each structure;

(2) windows shall be present on all four sides of each structure;

(3) the roof shall consist of shingle or metal material;

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(4) siding shall include variation between lap, board-and-batten, and shake profiles;

(5) front shutters shall be provided;

(6) architectural offsets shall be incorporated on the front façade of each structure; and

(7) variation in front setbacks from the street shall be provided across the community to break the visual rhythm of the streetscape. An amendment was subsequently made and approved to add condition

(8) requiring the applicant to provide a site exhibit to staff with each permit submittal, updated to reflect the specific house plan, elevation, exterior package, and lot location for each structure.

**Vote:** Roll Call

Gardner: Aye
Cousino: Nay
Reigart: Aye
Osguthorpe: Aye

Motion Passed with Commissioner Cousino recorded as opposed.

Planning Manager O'Hara confirmed the eight approved conditions for the record.

**F. Old Business – [Time Stamp: 1:50:00/2:31:43]**

**a. Amendment to the Zoning Districts – Action item**

Chairman Osguthorpe indicated that the proposed zoning district amendments had been discussed at the previous two meetings and that the Commission was positioned to take formal action on the four residential district categories previously reviewed: Conservation Residential (CR), Rural Residential (RR), Village Residential-1 (VR-1), and Village Residential-2 (VR-2).

Discussion acknowledged that the Conservation Residential district's stated purpose already references the preservation of agricultural land, satisfying Commissioner Gardner's earlier preference for an explicit agricultural reference without requiring a formal name change — which would have triggered a comprehensive plan amendment. Staff noted that the Town Council had proposed increasing minimum residential lot sizes to one acre via a separate text amendment process, which may affect the VR-2 district's long-term viability.

The Commission then turned to the two commercial district categories presented by Planning Manager O'Hara: Village Commercial (VC, §153.031) and Town Center (TC, §153.032).

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Discussion addressed the rationale for differing front setback standards — 55 feet for Village Commercial (reflecting Highway 17 locations requiring greater ingress/egress clearance) and 35 feet for Town Center (reflecting the pedestrian-oriented character of the Doar Road/Highway 17 intersection area).

**Motion 1:**

Motion to accept the Conservation Residential, Rural Residential, Village Residential-1, and Village Residential-2 districts as written in the proposed ordinance document (*pages 12 through 14 of 19 of the agenda packet*) was made by Chairman Osguthorpe and seconded by Commissioner Cousino.

**Vote:** Passed Unanimously

The Commission voted to amend the Town Center district's maximum lot coverage from 40% to 45% to align with the Village Commercial standard, directed that the pedestrian connectivity language in the Town Center location paragraph be moved to its own development standard paragraph for clarity, and agreed that both the Village Commercial and Town Center districts should include a placeholder provision for architectural design requirements, to be developed and incorporated at a later stage consistent with the Commission's broader goals for low country commercial character.

**Motion 1:**

Motion to accept the Village Commercial and Town Center districts with the following amendments was made by Chairman Osguthorpe and seconded by Commissioner Cousino:

(1) addition of a standalone paragraph (c) in the Town Center section requiring pedestrian connectivity between contiguous parcels;

(2) addition of a paragraph (d) in both Village Commercial and Town Center noting that architectural design requirements are to be developed and incorporated; and

(3) amendment of the Town Center maximum lot coverage from 40% to 45%

**Motion 2 - to amend:**

Motion to amend to extend the architectural design requirement placeholder to the Village Commercial district as well was moved by Commissioner Gardner and seconded by Commissioner Cousino.

**Vote 2:** Passed unanimously.

**Vote 1:** The motion as amended Passed unanimously.

Staff indicated that the full set of approved districts would be consolidated into a unified document, presented to Town Council for informal review and comment, and that a public workshop would be scheduled to gather community input before formal adoption proceedings.

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**b. Amenity Space Ordinance – Action item [Time Stamp: 1:50:00/2:31:43]**

The Commission considered the proposed Amenity Space Ordinance (§153.312), which establishes minimum open space requirements for major residential subdivisions across the new zoning districts, along with an amendment to §153.009 Definitions to add a formal definition for "impervious surface."

Discussion addressed a staff footnote flagging the absence of a definition for "lot coverage" in the current zoning ordinance. The Commission agreed that a definition for "lot coverage" should be added to §153.009, with content equivalent to the proposed impervious surface definition — i.e., that lot coverage shall mean the percentage of a lot covered by impervious surfaces as defined herein.

The Commission also discussed whether the Town Center district should be added to the amenity space table (Table 153.312-1), given that residential uses are permitted as accessory uses in that district, and agreed that such development types involving residential uses within the Town Center should be subject to amenity space requirements, with the appropriate percentage to be consistent with the VR-2 standard of 30%.

**Motion:**
Motion to approve the Amenity Space Ordinance (§153.312) and the amendment to §153.009 Definitions, with the addition of a definition for "lot coverage" to mean the percentage of a lot comprised of impervious surface as defined in this section, was made by Chairman Osguthorpe and seconded by Commissioner Gardner.
**Vote:** Passed unanimously.

**G. Closing Remarks –**

There were no closing remarks.

**H. Adjournment - [Time Stamp: 2:31:41/2:31:43]**

**Motion:** Motion to adjourn was made by Commissioner Gardner and seconded by Chairman Osguthorpe.
**Vote:** Passed unanimously.

The meeting adjourned at 8:32 pm.

***DRAFT Minutes Respectfully submitted on* Tuesday, *June 30th, 2026, by Takeya White***

**Final Approval Date: 7/13/2026** **Signature:** _____

**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.**

**Next Regular Meeting Date – July 13th, 2026**

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**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.**

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