



**Agenda for the Awendaw Town Council Monthly Meeting  
The 2 of 12 meetings for the year 2026  
February 5, 2026, 7:30 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation**
- 4. Pledge of Allegiance**
- 5. Civility Pledge**
- 6. Approval of the February Agenda**
- 7. Approval of the Previous Meeting Minutes**
  - a. January 8, 2026 -Regular Meeting**
  - b. January 15, 2026 – Special Called Meeting**
- 8. Approval of Previous Financial Statements**
  - a. December 2025**
- 9. Charleston County**
  - a. Charleston County Sheriff's Office**
  - b. Awendaw McClellanville Fire Department**
- 10. Public Comments**
- 11. Report from Town Departments, Boards & Commissions**
  - a. Municipal Park Foundation Board**
  - b. Board of Zoning Appeals**
  - c. Planning Commission**
  - d. Housing**
  - e. Planning**
  - f. Water**
- 12. Council Report**
  - a. Councilwoman Helms – Hometown Legislative Action Day**
- 13. Mayor's Report**
  - a. Unfinished Business**
    - i. HVAC Update**
    - ii. Reschedule the Town Administrator Evaluation (*Action Item*)**
  - b. New Business**

- i. **Schedule Town Council Retreat and Budget Retreat (*Action Item*)**
- ii. **Schedule Public Hearing and Second Reading on the following Ordinances:**
  - 1. **Ordinance 2026-01: An ordinance to amend Chapter 153, Zoning Code, Section 153.010 of the Code of the Town of Awendaw, South Carolina, imposing a temporary moratorium on the issuance of all residential and commercial zone change proposals (rezonings) and subdivisions of residentially zoned land (subdivision plat approvals) comprising more than five parcels of land for the purpose of providing town council to implement any necessary changes to the Zoning Ordinance, Land Use Regulations, and/or Comprehensive Plan now under review.**
  - 2. **Ordinance 2026-04: An ordinance to amend Chapter 153, Zoning Code, Tree Preservation Requirements Division, Subsection 153.195 and 153.196, to restructure the review, mitigation, and site restoration process for the removal of protected trees.**
  - 3. **Ordinance 2026-05: An ordinance of the Town of Awendaw, South Carolina, to amend Title XV: Land Usage, Chapter 153: Zoning Code, Subdivision Regulations Division, Section 153.305 Water and Sewage Disposal of the Code of the Town of Awendaw.**
  - 4. **Ordinance 2026-06: An Ordinance of the Town of Awendaw, South Carolina, to Amend Title XV: Land Usage, Chapter 153: Zoning Code, General Provisions of the Code of the Town of Awendaw, South Carolina, by Amending Section 153.009 Definitions, adopting a new Section 153.065 Lighting Regulations, along with new Sections 153.066 through 153.070 thereto, providing for New Lighting Regulations.**
  - 5. **Ordinance 2026-07: An Ordinance of the Town of Awendaw, South Carolina, to Amend Title XV: Land Usage, Chapter 153: Zoning Code, Wetlands and Waterways Setbacks Division of the Code of the Town of Awendaw, South Carolina, by renaming the Division thereof to Wetlands Protection and repealing the Existing Section 153.225 thereto and adding a New Section 153.225, along with New Sections 153.226 through 153.238 thereto, Providing for the Protection of Tidal and Freshwater Wetlands, and all Effected Sections for Clarity; Section 153.009 Definitions to Include Proposed Definitions, Section 153.025 through 153.032 “Description of Zoning Districts” to reference the Wetlands Standards.**

#### **14. Ordinances**

##### **a. Second Reading**

- i. **Ordinance 2026-02: An ordinance to amend Chapter 30, General Provisions, Subsection 30.049 (b)(2), Citizen Presentations/Comments; to amend the provisions for Public Comment.**
- ii. **Ordinance 2026-03: An ordinance to amend Chapter 32, Boards and Commissions, and Chapter 154, Town Municipal Park, Subsection 154.010, Municipal Park Board; to include provisions for board, commission, or committee members to be removed by the town council.**

**b. First Reading**

- i. Ordinance 2026-08: Annexation ordinance using the 100 percent petition method of Tax Map Number 629-00-00-059 (Broomstraw Hill Road).**

**15. Miscellaneous Items**

- a. Appointment to fill the vacancy on the Board of Zoning Appeals**
- b. Consideration and discussion of volunteer corps for the Town of Awendaw**
- c. Consideration and discussion of creating a housing department and restructuring of the housing program, in addition to CDBG funds received**

**16. Adjournment**

Notice of Meeting: In accordance with the SC Code of Laws, 1976, Section 30-4-80(d), as amended, the following have been notified of the time, date, place, and agenda of this meeting. The agenda was posted on the bulletin board at Town Hall prior to the meeting.



**Awendaw Town Council Monthly Meeting  
January 8, 2026, 7:30 P.M.  
MINUTES**

- 1. Open meeting with Prayer and the Pledge of Allegiance, Civility Pledge:** *Mayor Crolley opened the meeting at 7:30 PM. He stated that he reached out to a local young pastor named Greg Pinckney, who will help with the prayer at the next town meeting, and he'd like to be more proactive about getting a minister in here to pray, but he thought it was very fitting to pray as in the Bible by saying the Lord's Prayer, afterward the Pledge of Allegiance was recited. Mayor Crolley then asked Councilman Brown to read the Civility Pledge.*
- 2. Roll Call:** *All were present -Atty Mac McQuillin, Mayor Chris Crolley, Council Persons: Wendy Helms, Grace Gaspar, John Timmons, Rodney Porcher, Kent Prause, and Paul Brown.*
- 3. Approval of the January Agenda:** *Councilwoman Helms moved to approve the January Agenda; Councilwoman Gaspar seconded it; all voted in favor.*

*Is there any discussion? Yes, Mayor Crolley had one thing: he would like to move item 16, Approval of Previous Financial Statement for November, up under meeting minutes. Mayor Crolley made a motion to move number 16 Approval of Previous Financial Statements for November 2025 under Approval of the previous meeting Minutes (number 5), it was seconded by Councilwoman Helms.*

*Councilman Prause asked why? He explained that the order was established by an ordinance procedure. He said if this is something that the council think should be a better address at this time, he would suggest that it be amended. He doesn't have any objection to it. He just wanted to make those statements.*

*Mayor Crolley said he wanted to be more proactive and put it on the agenda, if he does can he move it forever.*

*Atty Mac said it goes by what the council says. He said he thinks that it was changed, because it was very formulaic. It had to be in this order, and every little thing had to be on there and it was changed and basically said council could set up the agenda how they wanted. It's just a personal preference.*

*Councilwoman Helms asked why it was moved and Katharine Watkins, the Town Administrator explained that it was noted to her that it was out of order for the procedure of the meeting and so she moved it back to where it should have been. Councilwoman Helms said they changed it, you just may not have known.*

*The motion is to move number 16 up to number 5, all was in favor. Hearing no opposition, the Motion carried.*

**4. Approval of the Previous Meeting Minutes**

**a. December 4, 2025 – Regular Meeting:**

*Mayor Crolley started his sentence with should I entertain a motion to open discussion on the previous meeting minutes? He then said, "does anybody have any comments on the previous December meeting minutes?" He said "All right, the reason I started that*

*open discussion instead of move for approval is was he read every word of the minutes and he wanted to look at the public comments section number 10 and there's was a sentence there that was just ambiguous and he thought it was hard to read and it didn't quite get to being made. Line five, the first complete sentence capital, would be setting him up through the same procedure they used for ride low country when they came. Mayor Crolley said strike that sentence and that paragraph read correctly. Mayor Crolley wanted to make a motion to amend the use by removing the virtual sentence from line five and number 10 public comments.*

*Councilman Prause, after verifying it with the clerk stated that it would not accurately reflect what was said.*

*Mayor Crolley said it was a bit difficult to read, but the record will show that he called attention to it.*

*Councilman Prause made a motion to approve the Previous Meeting Minutes (December 4, 2025); Councilwoman Helms seconded it; all voted in favor.*

## **5. Approval of Previous Financial Statements**

### **a. November 2025**

*Councilwoman Helms move to approve the Previous Financial Statements (November 2025); Councilman Brown seconded it; all voted in favor.*

## **6. Appointment of Mayor Pro-Tem**

*Mayor Crolley nominated Councilwoman Gaspar for the Mayor Pro-Tem; Councilwoman Helms seconded it; all voted in favor.*

*Mayor Crolley asked Atty Mac what the Mayor Pro-Tem was responsible for? He said the Pro-Tem was responsible for: Basically, serves in the mayor's role in his absence, if he gets sick, if he's traveling, if there's a council meeting or if something comes up or there needs to be declared a state of emergency and the mayor is not around. The Mayor Pro-Tem also has signatory responsibilities. All of these are specifically laid out in the ordinance, but the primary thing is if the mayor is not around, she steps in his shoes, including emergencies.*

## **7. Appointment for Chair and Vice Chair of Town Council Sub Committees**

### **a. Administrative Committee:**

*Councilwoman Helms suggested nominating Councilman Prause as Chair since he's already been serving as the Vice Chair with Councilman Brown and Councilman Timmons as Vice Chair for the Administrative Committee, it was Seconded by Councilman Porcher. All voted in favor.*

### **b. Ways and Means Committee:**

*Mayor Crolley made a motion that Councilwoman Helms be the Chair and Councilman Porcher be the Vice Chair, it was seconded by Councilwoman Helms. All voted in favor.*

## **8. Charleston County and Special Events**

**a. Awendaw Fire Department:** *Chief Gadsden was unable to attend, but he sent Chief Joshua Whitworth in his place.*

*End of year activity:*

*This past year the Fire Dept. responded to 1,697 calls for service compared to the 1,613 in the previous year and the 1,500 calls in 2023, it shows a steady increase of about three calls a year for service. Chief Gadsden wanted Chief Whitworth to inform the council that he will be providing a detailed breakdown of specific incident types in his report next month. This will include a multi-year analysis of motor vehicle accidents occurring over the past three years at the See wee Highway 17 intersection. So, he is compiling that information and we'll have that very specific for the council. Some of the things he wanted him to inform council to look for: our station right on Maxville Road, station two, as of this afternoon, they will be hosting four different South Carolina Fire Academy classes that will be internal for their people but also open to external people from other fire departments to attend. Their hybrid maintenance program that they've got will begin spring and they'll be doing annual inspections and reliability checks. Other interesting items: mutual aid and auto aid agreements, municipal fire departments, cab over engine, 250-gallon tank with a pump etc.*

**b. Charleston County Sheriff's Office: Lt. Turner**

*On Saturday the 10th, the sheriff's office is doing a trailer stamping event at the Sheriff's headquarters on Leeds Avenue from 8 am to 4 pm. If anybody has any kind of trailer or large equipment you want to put a number on that you don't have a serial number on, you can come and get it stamped and then they will record it in case it ever gets stolen.*

*Some of the highlights of the stats for December:*

*17- 911 hangups. Those are where someone calls 911 and doesn't have anything to say.*

*15 disturbance calls. It's usually a property dispute or something minor that didn't require a report.*

*501 control logs. Again, that's just deputies going by whether it's a business or an area and just logging in the cab that they were there.*

*126 traffic stops*

*9 accidents*

*3 burglaries for the month were reported.*

**c. Municipal Park Foundation Board: Ashley B/William A**

- **Recommended Approval of Letter of Intent for the acceptance of \$7,360.89 Parks and Recreation Development (PARD) funds**

*Ashley B.*

*Thank you for your time, since you saw us last, you guys' approved entrance one.*

*Thank you for that. We are moving forward to that. The site work contractor will be mobilized within the next couple of weeks. So, we'll get the site work done and the fencing will start. I have compiled quotes for signs. I'll be presenting those to the board to let them make a decision on that. And that's kind of where we are. Yeah.*

*The only other thing is we're in the process of also making a plan as far as a rental agreement for because consumers who want to purchase or excuse me rent the park. So, we're in the process of that. But other than that, all I got as well. So, and the last part too is at the last municipal park board meeting, we received notification from Charleston County that there is \$7,360.89 for PARD funds and that's park and recreation development funds that are available to the town of Awendaw to apply and have park board recommend a project for those funds. We need to have approval for a letter of intent to start actively going after those and the park board did recommend approval of going after those funds.*

*Councilwoman Helms made a motion for the approval for a letter of intent for the Park Board; Councilman Porcher seconded it; all voted in favor.*

**9. Public Comments: NONE**

**10. Council Report**

**a. Wendy Helms**

*Councilwoman Helms wanted to officially welcome the newly elected members to the council table. She was online last month. She could not attend in person, due to caring for her husband who was recuperating from a serious surgery and had just been released from the hospital. And I just wanted to thank all of you who reached out with prayers and encouragement, and I really appreciate that during the holiday season. Um I'm hoping next year Mayor Crolley will take over this task, but I just wanted to take the opportunity to reflect on the progress that council has made. Beginning in 2024, council approved a moratorium to pause development that was driven by approximately 90% of citizens, you guys, that were concerned about overdevelopment protecting our rural character. we reconstitute our administrative which was our formerly our personnel committee and our ways and means which I'm if it was formally the finance or procurement committee this structuring we believe had provided much more transparency to citizens as council made decisions on staff and budgets we reconstituted the planning commission and the board of zoning fields we began the strategic planning of town hall improvements with the use of federal funds. I know Katharine's going to speak to this a little later, but to date, the following projects have been completed or are in process. The painting of the water tower, a new roof, we repaired subfloor, which I'm not sure that we were fully prepared for and we're currently upgrading our electrical and HVAC systems. We completed an assessment for technology upgrade and implemented new email, file sharing, phone systems, and I believe new computers. We completed an organizational assessment to determine our current and future staffing needs. We have hired a new firm as our town's legal representative, Mr. Max is sitting here, in 2025, we extended the moratorium as we were working on the comprehensive plan. We adopted ordinances to increase minimum lot sizes and tree protection. And that was in response to concerns expressed by more than 85% of our citizens that were from the community survey and workshops that had been held in 23 and we completed and passed the town's comprehensive plan which was a pretty large undertaking. Finalized the Awendaw Municipal Park Board. We hired a new firm as the town auditors and began the process of bringing our audits up to date per state requirements and we approved the installation of the devices to broadcast and record all the town meetings, not just hours, but planning and BZA for when you can attend. And we hired a new town administrator, a new town planner, and I'm hoping in the near term, a utility manager. We worked with our state representative, Mr. Bustos, and DOT. He was our advocate to DOT about the intersection at Highway 17 and See wee Road. This time, their response was to improve signage. And while I'm grateful that they heard our petition, I'm not fully satisfied with the signage. I think there's more that can be done. So, that conversation will be ongoing. Along with that and other things, there's more to do. And I just wanted to say I look forward to working with all of you and our new staff.*

**11. Mayor's Report:**

*Mayor Crolley thanked Councilwoman Helms for her report. The mayor said he's been spending a lot of time at the town hall. Like his staff he hasn't worked 60 hours a week on a regular job. His*

staff is like, "Where are you?" and he's learning a lot. And the reason he's spending so much time is because he knows he has a lot to learn and he's committed to the task and he sat before you on December 4th, and he said it was with a great deal of humility and a deep sense of responsibility that he finds himself sitting in a place where he'd never sit and it's the second time that he's sat here. He's learning a lot like for instance he gave everybody December 23rd off and a week. Mayor is not allowed to do that. Sorry. He thought it was a good thing like people got to travel on Christmas. He'll do better and he's learned a lot about the rules and about municipal processes. One of the things he's learned about municipal processes is nothing happens quickly and it's different in the private sector. He said we need to get back in the private sector today. He said he paid bills for his company and didn't have to ask anybody for permission; he made the budget, he called the meeting and he paid the bills. He's learning a lot about the town. He's done a lot in his life, and he thinks he can be helpful. He did get a little bit frustrated and was disappointed that he wasn't getting his way, and I felt righteously indignant that the three ordinances he really wanted to see on the agenda did not make it and luckily, he had a chance to talk to Atty Mac. He's trying to bring things up to speed, and he's advocated to getting those ordinances put back on and Atty Mac patiently explained to him why that would not be the right thing to do at this point for the town. He wouldn't mind calling a meeting, (emergency meeting or just another meeting) like on January 15th and having those regularly. He would love to turn up that this is the proper way to produce that concept. He would love to have a meeting once a month. He didn't see how you could get anything done once a month, but he's looking at things that you've been asking him to look at like the HVAC. There's a lot going on again when he was talking to Atty Mac and he said that since he got here things have been about a thousand percent better because of the staff. So, thank you.

## **12. Administrator Report**

### **a. Update on HVAC projects and quotes received**

The first item on the report is the update on the HVAC System. Katharine stated that she has been working with the other members of council, too. So, it was back in 2024. The original quote for the HVAC was \$61,178.27 and then the electricity to go along with the HVAC was \$23,850 which was \$85,282. All those funds were coming out of ARPA which is the American Rescue Plan Act. Since then, we've been battling with Charleston County and through our permitting process, we have permits for the HVAC. But when we came back to actually start working with the HVAC, the quote came back to \$85,519.85, that would be the difference of \$24,341.58. And that's just for the mechanical. The electrical came back too after that project and on the higher end to do an upgrade for our electrical amp that's going to be provided by Berkeley Electric and re-doing the panels and fixing some of the electrical outside and bringing the electrical to make sure the unit actually worked. That bid came in at \$42,130. So, the total difference from everything \$42,621.58. In our current budget for buildings and maintenance, we have \$250,000 for anything that comes up in this building. We have so far only spent \$26,085.75 with that difference between covering the bulk of the 85,000 still from the American Rescue Plan Act since we've already obligated those funds and bringing that other total from the \$42,000. It would only bring our total so far for spending for this current fiscal year \$69,427.33. With the assistance of Mayor Crolley, we are going to start this project on Monday. We also got a better quote on the unit itself with a better warranty that's going to be made in South Carolina. We're looking to see if we can decrease that electrical down by a little bit. Once the HVAC is done, then the electrical comes in and we will have heating and air

*in this building and in this room. That's what Katharine currently has. But what's going to happen though is because in 2024 we budgeted in the budget it showed that those ARPA funds were spent in 2024 fiscal year 2025 we need to show that those ARPA funds are actually being spent in fiscal year 2026. So, a budget amendment is going to be coming to show that change.*

*Okay. So, we will be able to use the ARPA money. We just need to reconfigure the need to reconfigure our budget to show that we are spending the funds. We have already obligated the ARPA funds, and we have \$250,000 in budget for building maintenance. Berkeley Electric is providing upgrades to our electric meter for free. So, BEC is upgrading the electrical system from a 250-amp service to a 400-amp service. Well, staff has before me has gotten pneumonia with not having sufficient heat. They also sometimes sit at your desk, it just gets cold or hot, they can't think. So, we've had to close just for the safety of that and especially we don't want our staff to get pneumonia. There are also certain offices that are, but all the windows do get extremely cold and extremely hot too.*

**b. Update on the status of the FY 2024 (Ending June 30, 2024) Audit**

*We have started the fiscal year 2024 Audit. So, this is starting June 30th 20 July 1st 2023 through June 30th, 2024. They will have a couple of weeks to complete. The goal is to have the 2024 audit presented to the council during the March meeting. Once we complete the 2024 audit and it is adopted; we then start going out actively for the grants. While we're in the process of doing the 2025 audit because we would only be one audit behind and off the states. But you're going to keep the momentum going. Yes, we'll still complete the 2025 audit and then be on track to have it be on a better schedule. But we are in the process of completing this one. So, much of the money that happens in this place, what I'm learning, comes from state, federal, and county grants. And the idea that we fell so far behind in our audits, we actually audited since 2022. and uh and the idea that the large council meeting will bring us up through 2024 and maybe if we kick it into 2025 means that we're going to be able to do our housing we're going to be able to address parks we're going to be able to address the water.*

**c. Board Vacancies for the Board of Zoning Appeals and Municipal Park Foundation Board**

*Councilwoman Helms made a motion to defer the Board Vacancies for the BZA and the Municipal Park Foundation Board; and it was seconded by Councilman Prause. All voted in favor.*

**13. Town Activities**

**a. Housing:**

*Try to handle some of the poverty and some of the housing stuff like wheelchair ramps and HBLC units and falling floors and ceilings and things like that for the local community. If you don't know about it, there's more of report for me today. So, a brief history of the housing department. The housing department assists homeowners with programs that provide housing development from Charleston County through HUD funds. The town of Awendaw uses community development block grants which is CDBG to fund the housing rehabilitation grant program. The town of Awendaw receives funding through Charleston County who receives funding through HUD. This program provides financial assistance to low to moderate homeowners, helping homeowners make the necessary repairs to maintain safety in their homes. So, to be eligible for this program, elderly people with a physical limitation and or disability or below the 80% median income and no repairs have*

been done for years. The housing rehabilitation services include but are not limited to damaged floors and ceilings, leaking roofs, plumbing services, septic system repairs or new installation, termite damage, handicapped accessible bathrooms and ramps, and electrical updates. Currently, we have a pending list of several residents. Three have already passed eligibility and are out for environmental review. one just went through the scope and we're waiting on Charleston County for the status on those. but while we still have those applications, we do encourage anybody and anyone to apply for program eligibility or any other questions. Please see Ms. Steed Monday through Thursday from 8 to 5. I've missed that. We only have three total applicants pending, right? Yes.

**b. Planning:**

So, Daniel O'Hara will start with the appointed boards that the planning department oversees. First the board of zoning appeals. Some of you may have noticed that there were orange signs located out on a property on Highway 17 just off Porcher School Road. The Board of Zoning Appeals heard an appeal for an administrative decision and a variance regarding an undeveloped lot off Highway 17. The board of zoning appeals did deny the appeal and affirmed staff's determination. The board also denied the variance request based on the petition not satisfying all the nine required criteria to grant the variance fee. Moving on to the planning commission. The planning commission this month is set to meet three times. Two special meetings are called the 12th and the 27th. The regular meeting scheduled for the 19th was shifted to the 20th out of observations for Martin Luther King Jr. Day. The planning commission has been working on various goals outlined from the comprehensive plan as well as working on different ordinance revisions. Daniel recommends any concerned citizens or town council persons to attend those meetings and if you have direct questions, they're more than happy to answer those in regards to the planning department, as it was noted, this is Daniel's third month here. Daniel started in October. He would be remiss in not stating that Takeya White has taken the planning department under her wing for a very long time which has made it very easy for him to transition to this role. The major development list that you had tonight was backed by her and we worked through different things out in the field earlier this week. So, he did want to give a shout out to Takeya. She works very hard in our office, and I think I would be remiss in not stating that. As for tonight, there is a proposed amendment to the tree preservation ordinance. You'll see that it is marked up a fair bit. Those revisions were triggered by a staff visit to a site where a tree was removed. The recent revisions to the tree ordinance allowed this removal. The previous standards that were in place wouldn't have allowed it without oversight. So, this new revision provides more steps required for anyone looking to remove large tracks of trees or individual trees based on set criteria. As I mentioned, you know planning staff worked very hard. We are here from Monday through Thursday 8 to 5. My door is generally open unless I'm on a call or in a meeting. So, if anyone would like to talk about that, please do. More than happy to talk to you about any planning needs that you have. That's all I have. Oh, I will say sorry. we did approve six zoning permits this month or in the month of December. So, it was kind of a mild month with the holidays, but whatever y'all would like me to present in the future, I'm more than happy to include in the report. Six permits that people wanted to improve on the property or zoning changes. So, we received or issued one, two, three, four new residence permits, a renovation and a generator to be installed. So, they range in different activities. We just review them based on the zoning standards. Then they move forward with their building service.

**c. Water:**

*Water man-Ron Bycroft*

*From the end of the month, I'm going to have a report to handle and for that to to the council of giving you basically a five-year funding telling you what we have done over the last two to three years, where we are, and what needs to be done, maybe the next five years or so, depending on money and grants. Right now, in January of 2023 when I walked into this place as a consultant for the water department you had 240 based on the water system. Today you have 416 active customers, and you had 128 inactive customers. So that's a total of 544 metered customers that we have in this system. Currently, what we can look forward to over the next year or two is three major developments that are going on in this area. Reserve at CB Sound, which is another 90 units coming into the area. Seewee Landing, which is 66 lots coming into this area and Cape Romain phase one approximately 85 units if that happens. So, over the next year, year and a half, you're going to see another 240 units available coming in and coming to the north district. We try to keep up with the growth of the town and the lot and to consider, you know, what's going on for the next three to five years. And that's the reason we put together a five-year plan.*

*We have one fire hydrant that needs repair and we have one fire hydrant that somebody does not ground, and it is totally worthy. Um, consider this an emergency back in place. I've put out a request for quotations from three contractors today. All three of them said that yesterday they would give us a quotation. We'll have those quotations in two weeks and have been ready to come back to town council next February's town council meeting.*

#### **14. Ordinances for Second Reading**

- a. Ordinance 2025-46: Annexation Ordinance using 100 Percent Petition Method of Tax Map Number 629-00-00-043 (1053 Broomstraw Hill Rd).**

*Councilman Timmons made a motion to accept the Second Reading of Ordinance 2025-46: Annexation Ordinance using the 100 Percent Petition Method of Tax Map Number 629-00-00-043 (1053 Broomstraw Hill Rd), and it was seconded by Councilwoman Helms. All in favor*

- b. Ordinance 2025-47: Annexation Ordinance using 100 Percent Petition Method of Tax Map Number 629-00-00-286 (Deborahs Ln).**

*Councilman Timmons made a motion to accept the Second Reading of Ordinance 2025-46: Annexation Ordinance using the 100 Percent Petition Method of Tax Map Number 629-00-00-043 (1053 Broomstraw Hill Rd), and it was seconded by Councilwoman Helms. All in favor*

#### **15. Ordinances for First Reading**

- a. Ordinance 2026-01: An ordinance to amend Chapter 153, Zoning Code, Section 153.010 of the Code of the Town of Awendaw, South Carolina, imposing a temporary moratorium on the issuance of all residential and commercial zone change proposals (rezonings) and subdivisions of residentially zoned land (subdivision plat approvals) comprising more than five parcels of land for the purpose of providing town council to implement any necessary changes to the Zoning Ordinance, Land Use Regulations, and/or Comprehensive Plan now under review.**

*Councilwoman Helms made a motion to accept the First Reading of Ordinance 2026-01: An ordinance to amend Chapter 153, Zoning Code, Section 153.010 of the Code*

*of the Town of Awendaw, South Carolina, imposing a temporary moratorium on the issuance of all residential and commercial zone change proposals (rezonings) and subdivisions of residentially zoned land (subdivision plat approvals) comprising more than five parcels of land for the purpose of providing town council to implement any necessary changes to the Zoning Ordinance, Land Use Regulations, and/or Comprehensive Plan now under review, and it was seconded by Councilman Prause. All in favor*

- b. Ordinance 2026-02: An ordinance to amend Chapter 30, General Provisions, Subsection 30.049 (b)(2), Citizen Presentations/Comments; to amend the provisions for Public Comment.**

*Councilwoman Helms made a motion to accept the First Reading of Ordinance 2026-02: An ordinance to amend Chapter 30, General Provisions, Subsection 30.049 (b)(2), Citizen Presentations/Comments; to amend the provisions for Public Comment, and it was seconded by Councilman Brown. All in favor*

- c. Ordinance 2026-03: An ordinance to amend Chapter 32, Boards and Commissions, and Chapter 154, Town Municipal Park, Subsection 154.010, Municipal Park Board; to include provisions for board, commission, or committee members to be removed by the town council.**

*Councilman Prause made a motion to accept the First Reading of Ordinance 2026-03: An ordinance to amend Chapter 32, Boards and Commissions, and Chapter 154, Town Municipal Park, Subsection 154.010, Municipal Park Board; to include provisions for board, commission, or committee members to be removed by the town council, and it was seconded by Councilwoman Helms. All in favor*

- d. Ordinance 2026-04: An ordinance to amend Chapter 153, Zoning Code, Tree Preservation Requirements Division, Subsection 153.195 and 153.196, to restructure the review, mitigation, and site restoration process for the removal of protected trees.**

*Councilman Prause made a motion to accept Ordinance 2026-04: An ordinance to amend Chapter 153, Zoning Code, Tree Preservation Requirements Division, Subsection 153.195 and 153.196, to restructure the review, mitigation, and site restoration process for the removal of protected trees, and it was seconded by Councilman Timmons. All in favor*

## **16. Miscellaneous Items**

- a. 2026 Holiday Dates – Action Item**

*Councilwoman Helms made a motion to change the dates to the 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, for the Christmas Holiday; Councilman Brown seconded it; all voted in favor, except Councilman Prause.*

- b. 2026 Meeting Calendar – Action Item**

*Councilwoman Helms made a motion to change the dates to the for the Christmas Holiday; Councilman Brown seconded it; all voted in favor, except Councilman Prause.*

**17. Executive Session for the stated purpose of personnel matters (S.C. Code Section 30-4-70(a1)) concerning evaluation and priority goal setting of the Town Administrator and personnel matters related to the Utilities Manager Position. Upon returning to open session, the Council may take action on matters discussed in Executive Session.**

Councilman Prause moved to go into Executive Session for the stated purposes of personnel matters (S.C. Code Section 30-4-70(a1)) concerning evaluation and priority goal setting of the Town Administrator and personnel matters related to the Utilities Manager Position, and to take a five-minute bathroom break; Councilman Timmons seconded. All voted in favor.

The council took its five-minute break and entered into executive session at 9:34 PM.

Councilwoman Helms moved to come out of executive session; Councilwoman Gasper seconded. All voted in favor. The council went back to open session at 10:10 PM.

Mayor Crolley stated no decisions or notes were made during the executive session.

Councilwoman Helms moved to approve the town administrator's performance evaluation form to be completed and returned to the Mayor by January 15, and then a meeting to review with the town administrator of said evaluation on January 26 at 7:00 PM; Councilman Prause seconded. All voted in favor.

Councilwoman Helms moved to authorize the town administrator to pursue the offer for the candidate for the Utility Manager position; Councilman Brown seconded. All voted in favor.

**18. Adjournment: Councilwoman Helms moved to adjourn the meeting; Councilman Porcher seconded. All voted in favor. The meeting adjourned at 10:21 PM.**



**Awendaw Town Council Special Called **VIRTUAL** Meeting  
January 15, 2026, 7:00 P.M.  
MINUTES**

- 1. Open meeting with Prayer and the Pledge of Allegiance, Civility Pledge:** *Mayor Crolley opened the meeting at 7:02 PM with the Our Father Prayer and the Pledge of Allegiance, and the Town Administrator Katharine Watkins was asked to read the Civility Pledge.*
- 2. Roll Call: Virtual Attendees present were:** *Atty Mac McQuillin, Mayor Chris Crolley, Council Persons: Wendy Helms, Grace Gaspar, John Timmons, Rodney Porcher, and Kent Prause. Councilman Brown was absent.*
- 3. Approval of the Special-Called Meeting Agenda:** *Councilman Prause moved to approve the Special-Called Meeting Agenda, and Councilwoman Gaspar seconded it; all voted in favor by roll call.*
- 4. Executive session pursuant to S.C. Code Ann. § 30-4-70(a)(1) and (a)(2) for the purpose of discussing personnel matters and councilmember interactions with staff and to receive legal advice covered by the attorney client privilege concerning ordinances being considered for first reading, retention of counsel for potential claim, and update on pending arbitration claim brought by Town. Council may take any action as required following the executive session.**

*Mayor Chris Crolley made a motion to go into Executive Session at 7:18 PM – pursuant to S.C. Code Ann. § 30-4-70(a)(1) and (a)(2) for the purpose of discussing personnel matters and councilmember interactions with staff and to receive legal advice covered by the attorney client privilege concerning ordinances being considered for first reading, retention of counsel for potential claim, and update on pending arbitration claim brought by Town. It was seconded by Councilman Timmons.*

*Councilwoman Helms made a motion to come out of the Executive Session at 8:45 PM, which was seconded by Councilwoman Gaspar. All in favor by roll call: Mayor Chris Crolley, Council Persons: Wendy Helms, Grace Gaspar, John Timmons, Rodney Porcher, and Kent Prause. " Due to technical difficulties, Councilwoman Gaspar took over running of the meeting as Mayor Pro-Tem"*

*Wendy Helms made the following motion: "Council makes a motion to retain legal counsel on the legal matter presented in executive session and authorizes the Town Administrator to execute the engagement letter"; John Timmons seconded. Roll Call vote, all in favor.*

- 5. Public Comment:** *Willette Hockaday emailed her comments to Katharine Watkins, which she read for Council and the public. See Attached.*
- 6. Ordinances for First Readings (Read by Atty Mac McQuillin)**
  - a. Ordinance 2026-05: An ordinance of the Town of Awendaw, South Carolina, to amend**

**Title XV: Land Usage, Chapter 153: Zoning Code, Subdivision Regulations Division, Section 153.305 Water and Sewage Disposal of the Code of the Town of Awendaw.**

*Councilwoman Helms made a motion to accept the First Reading of Ordinance 2026-05: An ordinance of the Town of Awendaw, South Carolina, to amend Title XV: Land Usage, Chapter 153: Zoning Code, Subdivision Regulations Division, Section 153.305 Water and Sewage Disposal of the Code of the Town of Awendaw, and it was seconded by Councilman Timmons. All in favor by roll call: Mayor Chris Crolley, Council Persons: Wendy Helms, Grace Gaspar, John Timmons, Rodney Porcher, and Kent Prause.*

- b. Ordinance 2026-06: An Ordinance of the Town of Awendaw, South Carolina, to Amend Title XV: Land Usage, Chapter 153: Zoning Code, General Provisions of the Code of the Town of Awendaw, South Carolina, by Amending Section 153.009 Definitions, adopting a new Section 153.065 Lighting Regulations, along with new Sections 153.066 through 153.070 thereto, providing for New Lighting Regulations.**

*Councilwoman Helms made a motion to accept the First Reading of Ordinance 2026-06: An Ordinance of the Town of Awendaw, South Carolina, to Amend Title XV: Land Usage, Chapter 153: Zoning Code, General Provisions of the Code of the Town of Awendaw, South Carolina, by Amending Section 153.009 Definitions, adopting a new Section 153.065 Lighting Regulations, along with new Sections 153.066 through 153.070 thereto, providing for New Lighting Regulations, and it was seconded by Councilman Prause. All in favor by roll call: Mayor Chris Crolley, Council Persons: Wendy Helms, Grace Gaspar, John Timmons, Rodney Porcher, and Kent Prause.*

- c. Ordinance 2026-07: An Ordinance of the Town of Awendaw, South Carolina, to Amend Title XV: Land Usage, Chapter 153: Zoning Code, Wetlands and Waterways Setbacks Division of the Code of the Town of Awendaw, South Carolina, by renaming the Division thereof to Wetlands Protection and repealing the Existing Section 153.225 thereto and adding a New Section 153.225, along with New Sections 153.226 through 153.238 thereto, Providing for the Protection of Tidal and Freshwater Wetlands, and all Effected Sections for Clarity; Section 153.009 Definitions to Include Proposed Definitions, Section 153.025 through 153.032 “Description of Zoning Districts” to reference the Wetlands Standards.**

*Councilwoman Helms made a motion to accept the First Reading of Ordinance 2026-07: An Ordinance of the Town of Awendaw, South Carolina, to Amend Title XV: Land Usage, Chapter 153: Zoning Code, Wetlands and Waterways Setbacks Division of the Code of the Town of Awendaw, South Carolina, by renaming the Division thereof to Wetlands Protection and repealing the Existing Section 153.225 thereto and adding a New Section 153.225, along with New Sections 153.226 through 153.238 thereto, Providing for the Protection of Tidal and Freshwater Wetlands, and all Effected Sections for Clarity; Section 153.009 Definitions to Include Proposed Definitions, Section 153.025 through 153.032 “Description of Zoning Districts” to reference the Wetlands Standards, and it was seconded by Councilman Prause. All in favor by roll call: Mayor Chris Crolley, Council Persons: Wendy Helms, Grace Gaspar, John Timmons, Rodney Porcher, and Kent Prause.*

7. **Adjournment:** *Councilwoman Helms made a motion for adjournment, and Councilman Timmons seconded it. All voted in favor. Mayor Chris Crolley, Council Persons: Wendy Helms, Grace Gaspar, John Timmons, Rodney Porcher, and Kent Prause. The Meeting was adjourned at 9:00 P.M.*

# Public Comments

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

Public Comment for the Record – Special Call Meeting (Virtual)

Good evening Mayor and Members of Council,

This comment pertains to Ordinance 2026-05, Ordinance 2026-06, and Ordinance 2026-07.

These ordinances propose substantial amendments to the Town of Awendaw's zoning and land use regulations, including provisions related to water and sewage disposal, lighting standards, and wetlands protection. Given the scope of these changes and their potential impact on residents, adequate notice and meaningful public review are essential.

I question the urgency to advance ordinances that may have a negative impact on residents. Specifically, what is the immediate need to pass these ordinances on an accelerated timeline?

Because this was a special call meeting, many residents became aware of it late Wednesday. This issue was further affected by a network outage, which limited access to meeting information. Additionally, questions remain as to why special call meetings are not consistently noticed to the public with more than twenty-four hours' advance notice.

Public hearings are intended to function as substantive mechanisms for transparency and public input. In practice, public hearings are often scheduled shortly before a regular Town Council meeting, while associated ordinances continue to advance regardless of input received. This raises concerns regarding the effectiveness of public input in the decision-making process.

Accordingly, I respectfully request clarification regarding:

- The justification for the expedited consideration of these ordinances
- What public input opportunities were provided, including surveys, written submissions, or in-person engagement
- The schedule and structure of public hearings for each ordinance
- The measures that will be taken to ensure timely notice and meaningful public participation prior to final action

Thank you for allowing this comment to be entered into the record.

Respectfully submitted,



Willette Alston-Hoekaday  
6586 Patrick Dingle Road  
Awendaw, SC 29429

AN ORDINANCE TO AMEND CHAPTER 30, GENERAL PROVISIONS, SUBSECTION 30.049 (B)(2), CITIZEN PRESENTATIONS/COMMENTS; TO AMEND THE PROVISIONS FOR PUBLIC COMMENT.

WHEREAS, the Town of Awendaw recognizes that the strength of our community lies in the active and engaged participation of our residents, and we enthusiastically value the input of all residents;

WHEREAS, the Council is fully committed to providing opportunities for all to speak by adopting clear, fair, and efficient procedures that foster broad participation while ensuring the timely and respectful conduct of essential town business;

WHEREAS, this ordinance is a pro-resident measure designed to maximize accessibility and create a positive, orderly environment where diverse community voices can be heard and considered.

NOW, THEREFORE, be it Ordered and Ordained by the Council of the Town of Awendaw, S. C. that Chapter 30: General Provisions, Subsection 30.049(B)(2): Citizen presentations/comments of the Code of the Town of Awendaw, South Carolina, shall be amended as follows which shall positively govern and welcome public comment during Town Council meetings:

(2) *Citizen presentations/comments.*

(a) Persons wishing to make formal reports or requests to Council shall so notify the Clerk no later than 48 hours prior to the Council meeting and shall provide the Clerk with a written copy of such report or request to be made to Council. The Clerk shall add all such citizen presentations to the formal agenda of the Council meeting.

~~—(b) Other persons wishing to speak shall be recognized by the Mayor or other presiding officer of the meeting, in accordance with the following priority of order: persons who have notified the Clerk prior to the meeting of their desire to speak and have furnished the Clerk with a written copy of their comments to be made to Council; persons who have notified the Clerk prior to the meeting of their desire to speak but have not furnished a copy of their comments to the Clerk; and all other persons indicating a desire to speak.~~

~~—(c) Thirty minutes are allowed for citizens' presentations/comments and shall be divided equally among those wishing to speak.~~

(b) Other persons wishing to speak may do so by signing up on the Public Comment Sign-In Sheet, available at the meeting location, before the start of the meeting, to ensure their opportunity to speak. For the record and follow-up purposes, speakers are requested to provide their name, address, and the general topic they wish to address. Speakers will be called in the clear, transparent order in which they signed up. To help maximize participation and time efficiency for the community, groups addressing the same issue are encouraged to select a dedicated spokesperson.

(c) A total of thirty (30) minutes shall be dedicated to public comment at each regular meeting, a period which may be extended at the discretion of the mayor or presiding officer to accommodate community interest. Each individual's comments will be limited to three (3) minutes. Additional time may be allocated at the discretion of the mayor or presiding officer.

(i) To comply with the spirit of the Freedom of Information Act (FOIA) and to ensure that meetings are conducted in an efficient and orderly manner, Council members shall neither respond nor take immediate action on concerns or comments publicly expressed. However, all concerns and comments will be appropriately considered by the Council. Council members are committed to engaging with citizens who speak at Council meetings after the meeting concludes and may propose action items relating to public comments to be considered at future Council meetings.

(d) The mayor or presiding officer shall responsibly steward the public comment session to ensure fairness and respect. The mayor or presiding officer shall have the authority to:

(i) Responsibly extend or reduce individual speaking times based on the number of speakers or time constraints to ensure broad resident participation.

(ii) Modify the total time allocated for public comment when necessary to accommodate the community's needs.

(iii) Maintain a professional and respectful environment, reserving the right to kindly redirect or terminate remarks that are disruptive, unduly repetitive, or do not pertain to the business of the Town.

(iv) Complaints or allegations involving individual town employees – with the exception of department heads or executive-level officials – will be addressed through proper administrative channels, not in public sessions. Additionally, references to private individuals, including residents or non-public figures, are not permitted unless directly relevant to the matter under discussion and presented respectfully.

(v) Any exercise of discretion will be strictly fair and non-viewpoint based, reinforcing the commitment to hearing all voices.

(e) The mayor or presiding officer may allow additional time for speakers representing recognized community organizations or groups, at their discretion, to ensure comprehensive input from structured community entities.

(f) The provisions of this section shall apply to all regular and special meetings of the Town of Awendaw Council unless otherwise specified by state law.

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON FINAL READING.

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Chris Crolley, Mayor  
Town of Awendaw

First reading: January 8, 2026  
Second and Final Reading:

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Donna F. Steed, Clerk of Council

ORDINANCE NO. 2026-03

AN ORDINANCE TO AMEND CHAPTER 32, BOARDS AND COMMISSIONS, AND CHAPTER 154, TOWN MUNICIPAL PARK, SUBSECTION 154.010, MUNICIPAL PARK BOARD; TO INCLUDE PROVISIONS FOR BOARD, COMMISSION, OR COMMITTEE MEMBERS TO BE REMOVED BY THE TOWN COUNCIL.

WHEREAS, the Council has the authority to appoint members to any of the boards, commissions, or committees the town has defined in the Town of Awendaw's Code of Ordinances;

WHEREAS, the Council also has the authority to remove any appointed member for cause that is not outlined in the current code;

WHEREAS, the Council desires to clearly define the process to remove an appointed member from any board, commission, or committee.

NOW, THEREFORE, be it Ordered and Ordained by the Council of the Town of Awendaw, S. C. that Chapter 32: Boards and Commissions, and Chapter 154, Town Municipal Park of the Code of the Town of Awendaw, South Carolina, shall be amended as follows:

Section 32.01 Planning Commission.

(A) The Town Planning Commission originally established by Ordinance No. 02-02, passed 1-7-2002, and as amended by Ordinance passed 9-6-2002, as authorized under S.C. Code §§ 6-29-310 et seq., is hereby and shall be reconstituted and amended as provided herein. The Planning Commission shall comply with the duties, functions, procedures, and funding as set forth in S.C. Code §§ 6-29-330 through 6-29-380, and the town's zoning code and land development regulations ordinance and amendments thereto as if set forth herein verbatim and incorporated herein by this reference.

(B) The Planning Commission shall be comprised of five citizens who are residents of the town with each member's term commencing at the beginning of the town's fiscal year.

(1) Citizens who wish to serve must submit applications when the nomination window is open on a bi-annual basis or as seats open.

(2) Applications shall be reviewed and approved by and are subject to the approval of Town Council.

(C) The Planning Commission shall elect a chair and vice chair from its membership for a period of one year at its first meeting of the fiscal year.

(D) The Planning Commission shall adopt rules of procedure at its first meeting of the fiscal year.

(E) The Planning Commission meets the third Monday of the month at 6:00 p.m. if there is a specific need or request. If a meeting has been held and business is conducted, the Planning Commission shall meet the following month to approve the minutes from the previous meeting. If a meeting is held solely for the purpose of approving the prior month's meeting minutes, a subsequent meeting the following month is not required and can be included for the next meeting when business is conducted. If there is a meeting, notices are sent to the local newspaper as required and posted at Town Hall and on the town website on the town calendar.

(F) Meetings shall be conducted in accordance with the Freedom of Information Act (FOIA) requirements in all respects, including but not limited to notice, procedures, minutes, and public records.

(G) The term for the Planning Commission members shall be for two years, provided, however, that upon initial appointment, three seats shall be for two years and two seats shall be for a period of one year. Initial terms shall be established in a random fashion. Thereafter, all terms shall be for a term of two years. The maximum number of consecutive terms a member can serve is three terms of two years each for a total of six years. Vacancies shall be filled in the same manner as initial appointment. Vacant seats filled for a period not exceeding six months shall not count as a full term. Sitting members may serve until a replacement is appointed. **The TOWN COUNCIL may remove a member for cause after written notice and an opportunity for a public hearing. Cause may include, but shall not be limited to, repeated failure to attend commission meetings, misfeasance, malfeasance, and failure to satisfy state-mandated training requirements for planning and zoning officials.**

#### Section 32.02 Board of Zoning Appeals.

(A) The Town Board of Zoning Appeals, originally established by Resolution No. 90-02, passed 9-8-2009, and as amended by Ordinance passed 9-6-2022, as authorized under S.C. Code §§ 6-29-790 et seq., is hereby and shall be reconstituted and amended as provided herein. The Board of Zoning Appeals shall comply with the duties, functions, procedures, and financing as set forth in S.C. Code §§ 6-29-790 through 6-29-860, and the town's zoning code and land development regulations ordinance and amendments thereto as if set forth herein verbatim and incorporated herein by this reference.

(B) The Board of Zoning Appeals shall be comprised of five citizens who are residents of the town with each member's term commencing at the beginning of the town's fiscal year.

(1) Citizens who wish to serve must submit applications when the nomination window is open on a bi-annual basis or as seats open.

(2) Applications shall be reviewed by and are subject to the approval of Town Council.

(C) The Board of Zoning Appeals shall elect a chair and vice chair from its membership for a period of one year at its first meeting of the fiscal year.

(D) The Board of Zoning Appeals shall adopt rules of procedure at its first meeting of the fiscal year.

(E) The Board of Zoning Appeals meets the first Monday of the month at 6:00 p.m. if there is a specific need or request. If a meeting has been held and business is conducted, the Board of Zoning Appeals shall meet the following month to approve the minutes from the previous meeting. If a meeting is held solely for the purpose of approving the prior month's meeting minutes, a subsequent meeting the following month is not required and can be included for the next meeting when business is conducted. If there is a meeting, notices are sent to the local newspaper as required and posted at Town Hall and on the town website on the town calendar.

(F) Meetings shall be conducted in accordance with the Freedom of Information Act (FOIA) requirements in all respects, including but not limited to notice, procedures, minutes, and public records.

(G) The term for the members shall be for two years, provided, however, that upon initial appointment, three seats shall be for two years and two seats shall be for a period of one year. Initial terms shall be established in a random fashion. Thereafter, all terms shall be for a term of two years. The maximum number of consecutive terms a member can serve is three terms of two years each for a total of six years. Vacancies shall be filled in the same manner as initial appointment. Vacant seats filled for a period not exceeding six months shall not count as a full term. Sitting members may serve until a replacement is appointed. **The TOWN COUNCIL may remove a member for cause after written notice and an opportunity for a public hearing. Cause may include, but shall not be limited to, repeated failure to attend commission meetings, misfeasance, malfeasance, and failure to satisfy state-mandated training requirements for planning and zoning officials.**

#### Section 154.010 Town of Awendaw Municipal Park Foundation Board.

(A) The Town of Awendaw Municipal Park Foundation Board (the "Board") shall serve as the official advocate for recreational and program services within the park. Its responsibilities include recommending appropriate activities, programs, events, and facility development consistent with this chapter.

(B) Membership; Term of Office; Compensation; Secretary.

(1) The Board shall be composed of 9 members, with each member's term commencing at the start of the Town's fiscal year.

(2) Citizens wishing to serve must submit applications during an open nomination period held bi-annually or as seats become available.

(3) Applications shall be reviewed and approved by Town Council.

(4) The Board shall elect a chairperson and vice chairperson from its membership for a one-year term at the first meeting of each fiscal year.

(5) The Board shall adopt rules of procedure at its first meeting of the fiscal year.

(6) The Board shall meet on the second Tuesday of the month at 6:00 pm, or otherwise as needed. If a meeting has been held and business is conducted, the Municipal Park Foundation Board shall meet the following month to approve the minutes from the previous meeting. If a meeting is held solely for the purpose of approving the prior month's meeting minutes, a subsequent meeting the following month is not required and can be included for the next meeting when business is conducted.

If a meeting is held, notices shall be published as required by law, posted at Town Hall, and placed on the Town's website.

(7) Meetings shall comply with all South Carolina Freedom of Information Act (FOIA) requirements, including notice, procedures, minutes, and public records.

(8) The term for each Board member shall be two years. However, upon initial appointment, five seats shall be for two years and four seats shall be for one year, established randomly. Thereafter, all terms shall be two years. Members may serve a maximum of three consecutive two-year terms. Vacancies shall be filled in the same manner as initial appointments. Vacant seats filled for six months or less shall not count as a full term. ~~Members may serve until a replacement is appointed.~~ **Members shall serve at the pleasure of Council and may be removed by a majority vote of Town Council prior to the expiration of the member's term.**

(9) No member of the Board shall receive financial compensation for their service.

(10) A member of the Board or a Town staff member designated by the Town Administrator shall serve as secretary, responsible for recording and submitting minutes to the Town Council in a timely manner.

(C) Duties and Responsibilities.

The duties and responsibilities of the Board shall include:

- (1) Proposing an annual budget for adoption by Town Council;
- (2) Coordinating and facilitating park programs, activities, and events, including establishing policies, procedures, and permits as needed. This may involve working with independent contractors;
- (3) Recommending to Council any procurements, contracts, or improvements regarding park programs, activities, events, and facilities maintenance;
- (4) Coordinating with the County Greenbelt Advisory Board staff regarding all matters involving greenbelt conditions and restrictions;
- (5) Recommending to Council the adoption of an official Conceptual Master Plan for the park and any necessary revisions, and implementing the same;
- (6) Proposing and overseeing a maintenance plan for the park's grounds and facilities;
- (7) Coordinating with the Planning Commission and appropriate Town staff regarding a capital improvements plan;
- (8) Providing input on acquiring and maintaining physical improvements and equipment necessary for park operations, and recommending rules and regulations for park use, including hours of operation and standards of conduct;
- (9) Recommending to Council the rates and fees for all park programs, events, and activities;
- (10) Collaborating with Town staff to establish guidelines governing the use of sites and facilities to ensure effective operation, maintenance, and security; and
- (11) Delivering a quarterly report to Town Council on the Board's activities.

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON FINAL READING

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Chris Crolley, Mayor

Town of Awendaw

First reading: January 8, 2026

Second and Final Reading:

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Donna F. Steed, Clerk of Council

**ANNEXATION ORDINANCE USING THE 100 PERCENT PETITION METHOD OF TAX MAP NUMBER 629-00-00-059 (BROOMSTRAW HILL ROAD).**

WHEREAS, a proper petition has been filed with the Town Council by 100 percent of the freeholders owning 100 percent of the assessed value of the contiguous property hereinafter described, petitioning for annexation of the property to the Town of Awendaw under the provisions of S.C. Code Section 5-3-150(3); and

WHEREAS, it appears to the Council that annexation would be in the best interest of the property owners and the Town of Awendaw.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Awendaw, South Carolina, this \_\_\_ day of \_\_\_\_\_ 2026, that the property herein described is hereby annexed to and becomes a part of the Town of Awendaw, effective \_\_\_\_\_ 2026.

This property is owned by MICAH 6:8 KINGDOM BUILDING TRUST and is located at BROOMSTRAW HILL ROAD. This property is in Charleston County and is identified by the Charleston County Assessor’s Office as Tax Map No. 629-00-00-059. The property is zoned in Charleston County as Rural Residential (RR) and is a total of 2.00 acres. This property is contiguous to the northern edge of TMS 629-00-00-061.

This property shall be zoned Agricultural General (AG) pending confirmation or rezoning pursuant to the Zoning Ordinance.

First reading:

Final reading:

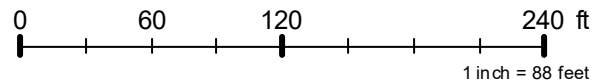
\_\_\_\_\_  
Chris Crolley, MAYOR

Attest: \_\_\_\_\_  
Donna Steed, CLERK



# Charleston County SC

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Author: Charleston County SC  
Date: 2/4/2026