



MEMBERS OF LANCASTER COUNTY PLANNING COMMISSION

RICHARD CRANDALL, DISTRICT 1
T. YOKIMA CURETON, DISTRICT 2
LYNETTE HINSON, DISTRICT 3
JUDIANNA TINKLENBERG, DISTRICT 4
CHAIR: MICHELLE RICHARDS, DISTRICT 5
SHEILA HINSON, DISTRICT 6
FRANCES LIU, DISTRICT 7
SECRETARY: MARA MATA

**MINUTES OF THE LANCASTER COUNTY PLANNING COMMISSION
WORKSHOP MEETING**

**May 7, 2026 5:00 P.M.
MINUTES**

Chairman Richards called the meeting to order at 5:02 p.m.

1. Roll Call:

Commissioners Present:

Richard Crandall, District 1
Lynette Hinson, District 3
Michelle Richards, Dist. 5
Frances Liu, Dist. 7

T. Yokima Cureton, District 2
Judianna Tinklenberg, Dist. 4
Sheila Hinson, Dist. 6 (**In Late**)

L. Hinson was present via phone call.

Staff Present:

Shannon Catoe, Zoning Director
Dr. Kirsten Willis, Planner
Mara Mata, Administrative Assistant
Ginny Merck-Dupont, County Attorney

Matthew Blaszyk, Planner
Jennifer Bryan, Planning Technician
Steve Willis, Interim County Administrator

The following press were notified of the meeting by email in accordance with the Freedom of Information Act: The Lancaster News, Kershaw News Era, The Rock Hill Herald, The Fort Mill Times, Cable News 2, Channel 9, and the local Government Channel.

Commissioner Crandall, District 1, was introduced to the Commission and staff by Mara Mata.

2. New Business

a. Review of Guidelines for Workshop Meetings

Staff Presentation: Steve Willis

Discussion:

- County Council decision on April 27th, 2026 regarding Workshops
- General principals of agenda items
- Concern over lack of information beforehand for decisions
- Site visits prior to decision making process
- Timeline of when workshop meetings can be called requested
- Workshop meeting date changes
- Chairman's ability to view agenda prior to publishing
- Workshop Agenda timeline per Rules and Procedures
- Agenda and full packet requested 5 days before meetings
- Deadlines of Agenda and past late Agendas

S. Hinson arrived.

- Chairman Richards stated, for the record, "So...and-Mr. Willis, you just kind of answered-I want-said-so who has the ultimate authority over Planning staff and who is going to be holding them accountable when they don't meet the-when the they don't meet these deadlines? So, you're the one that's going to ultimately be-

Steve Willis – "Ul-Ultimately it falls back to the administrator—"

Chairman Richards – "You know, so like I said, we need to make sure that...they get the stuff to us, especially since we now can't discuss these things at workshop anymore-cause we've got to get these. I would also as...Commissioner Cureton said I think if we don't get things in a timely manner and if the packages aren't complete and thorough and they've been properly reviewed and aren't full of errors and mistakes, expect things to start getting tabled, because if the package that we get is not complete and doesn't have everything in it, I'm not-I'm not gonna make a decision on it if I am not-if I don't have all the information that I need and that was part of what some of the workshop did, was we could ask those questions and make sure that we had that information so that we could make a decision. I don't want to see...applicants and-having to be, for lack of a better word, "punished," and get things put off to another meeting because we didn't have the information that we needed to make a decision at that meeting. So, like I said, we've all got to find some way to work together and make sure we're serving the County and-and the developers and the people that are trying to come in here and do work in the County. So...so like I said, so I want to make sure that...Planning staff gets us Agendas and packages the 5 days before the meeting. Get the...Agenda to me...for the next meeting bef-in a time, if I need to call a workshop meeting I can call a workshop meeting and...I guess I'll reach out to you, Mr. Willis, if's that's not happening in a timely manner...and alright, that's what-all I'm going to say officially for the record."

- Workshop questions being addressed before following meeting
- Misinformation or no information being given at meetings

Discussion Continued:

- What constitutes an inappropriate meeting
- Explanation of Workshop Ordinance regarding calling meetings and what information to call meetings on
- Explanation of Workshop discussion materials
- Workshop is public meeting
- Email sent to Commission regarding Workshop restructuring
- Planning Commission's Rules and Procedures and County Council's
- These discussion items being provided in writing
- Party responsible for staff accountability

b. Preliminary Plat Process Review

Staff Presentation: Matthew Blaszyk

Discussion:

- Guidelines and rules regarding projects that have started construction and do not match the preliminary plat that has been submitted
- History of a project with a preliminary plat requested
- Building, Zoning, and Storm Water oversee compliance with their separate requirements
- Highway Corridor Overlay, buffers, and history requested regarding a project
- Packets and Staff Report must be complete or Commission may table items
- Request that UDO be interpreted properly for parcel, all comments be collected and included
- Continuation of sites and how it relates to Comp Plan
- Explanation of Evolve and reports that are entered by staff
- Application deadlines and Public Hearing deadlines
- Statutory deadline for decision on preliminary plats
- Application date of preliminary plat requested on item summary page

3. Other:

- UDO update requested
- Roads, Housing committee, Impact Fee Study update requested
- Housing Committee possible members
- Impact Fee Study timeline
- UDO presentation requested for June Workshop
- Workshop ordinance
- Moratorium
- Workshop date change discussion
- Preliminary Plat timeframe

4. Adjourn

Meeting was adjourned at **6:06 PM**.