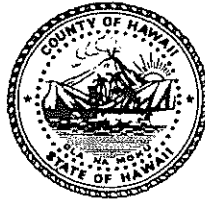


William P. Kenoi
Mayor



BJ Leithead Todd
Planning Director

Margaret K. Masunaga
Deputy

County of Hawaii

PLANNING DEPARTMENT

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Communication No. 2011-4

March 15, 2011

MEMORANDUM

TO: ALL COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE MEMBERS

FROM: BJ LEITHEAD TODD, DIRECTOR *BJL*

SUBJECT: SCHEDULING OF CDP ACTION COMMITTEE MEETINGS

Due to existing and projected staff shortages I am directing staff to hold all Community Development Plan Action Committee meetings on a bi-monthly basis, or every other month, as soon as practical but no later than July 1, 2011. Subcommittee meetings of up to two members can still meet with community members without an agenda or notice to the public.

Our Project Managers will still be available in our Hilo and West Hawai'i offices. We appreciate your understanding of our reduced staff resources and hope that you will assist us in this transition.