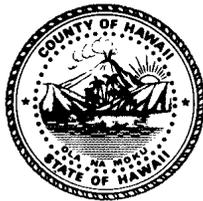


William P. Kenoi
Mayor



BJ Leithead Todd
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Margaret Masunaga
Deputy Director

County of Hawai'i PLANNING DEPARTMENT

PUNA COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE

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Tuesday, March 8, 2011

Meeting Minutes

CALL TO ORDER

The meeting was called to order by Chairman Daniel Taylor at 3:07 p.m.

Members Present: Daniel Taylor, Wes Owens, Madie Greene, Greg Braun, Jeffrey Krepps, Keikialoha Kekipi (late arrival)

Members Absent, Excused: Barbara Bell and Frank Commendador

Staff: Larry Brown, Liz Hultman-Salfen, Hawaii County Planning Department

ADDITIONS TO THE AGENDA

None

ANNOUNCEMENTS

1. Wes announced that grants are available to community organizations for environmental clean-up. Applications are for \$1,000 and are available at the Office of the Prosecuting Attorney, 101 Aupuni Center, Hilo. Contact Howard Medeiros at 961-0466.
2. Larry announced that starting July 2011, all CDP Action Committees will likely be limited to meeting every other month. This action is being taken because the Office of Planning is short-staffed.
3. Dan reminded AC members that because of the new schedule, it will be necessary to raise concerns and get them on the agenda for any action to be taken at meetings.

APPROVAL OF MINUTES for regular meeting on February 8, 2011.

1. Hard copies of minutes were not available, but draft minutes were emailed to AC Members and have been available on line.
2. Dan pointed out that at the last meeting, Hannah Hedrick testified in favor of the letter of support from the AC for the proposed National Scenic Byway in Ka'u, but that she was against indicating any linkage to an interest in Puna's for extending the designation into Puna.
3. **Dan moved to amend the representation of Hannah's testimony in the February 8, 2011 minutes to read;**

“Hannah Hedrick testified against indicating a linkage to Puna’s interest in pursuing extension of the scenic by-way in Puna.”

The motion was seconded by Wes and approved by unanimous vote.

- 4. It was moved by Wes Owens, and seconded by Madie Greene to approve the minutes as amended. The minutes were approved as amended by unanimous vote.**
5. Dan requested that the minutes be sent to members in a timely manner. Larry Brown stated that he has instructed Lahi to submit draft minutes to the Planning Dept. not less than two weeks prior to the following meeting.

GUEST SPEAKERS

Kaleo Manuel and Julie-Ann Cachola, Department of Hawaiian Homelands (DHHL) planners from Honolulu, presented an overview of the history, mission and goals of the DHHL. Their presentation included an update on the status of the statewide planning effort for DHHL lands with special emphasis on the Maku‘u Regional Plan-December 2010, explaining the priority projects which are underway.

The largest land holdings of the department are on the Big Island. There are currently 16 projects on the Big Island, five of them are priority projects. The projects include Maku‘u Farmers Association, site preparation, and plans for a community center, kitchen and office building; Maku‘u offsite water project to provide water for the remaining 78 lots; sustainable and renewable energy, a pilot project; farm plans and capacity building toward the promotion of agriculture and lease enforcement, and assistance to farmers who need help farming their lands. The DHHL website has all completed plans on posted. See www.hawaii.gov/dhhl.

Dan expressed his desire for regular contact between the AC and DHHL. He also expressed concern about preservation of the aquifer and the impacts on the water quality as the Puna District continues to build out.

UNFINISHED BUSINESS

1. PCDP Fact Sheet:

- A. The AC discussed a draft Fact Sheet prepared by Hannah Hedrick for distribution to Puna community organizations and associations to help broaden the public awareness of the Puna CDP, the implementation activities of the AC and to engage more residents in those implementation activities.
- B. Greg suggested that another sentence be added about park implementation activities. Jeffrey noted that Work Plans were being developed for parks a Cape Kumukahi and Pāhoa. Larry stated that the fact sheet could be adopted with the understanding that it would be subject to revision and updating including notification of the Puna CDP Bulletin Board being developed.
- C. **Greg moved to adopt the Fact Sheet with the following sentence added under the Managing Growth Subcommittee:**

“Work Plans are being developed for parks at Cape Kumukahi and Pāhoa.”

Wes seconded the motion. The motion passed by unanimous vote.

2. Work Plan Protocols:

- A. Larry suggested the term “Action Task Group,” (ATG) to replace the awkward “sub-sub” committee. He stated that the term could be adopted and each Action Task Group could be responsible for a specific task or action and report back to the sub-committee.
- B. Dan stated that community groups could be involved in the work plans and that the Subcommittee Chair(s) have the responsibility to review the Work Plans and the Planning Department will give input as needed.
- C. **Wes moved that the AC accept the Work Plan Protocol as a working document, subject to amendment in an informal process. The motion was seconded by Madie and adopted by majority vote, with Keikialoha abstaining.**

NEW BUSINESS

1. Capital Improvement Projects (CIP) Budget for FY 2011-2012:

- A. The AC is now considering recommendations from members for additions to the County of Hawaii CIP Budget for 2011-2012. Larry explained the difference between items which have been appropriated (wish list) and allotted (confirmed) and highlighted relevant Puna items.
- B. Dan stated that the AC should be sure the CIP budget items match the AC priorities.
- C. Jeffrey asked what the procedure is for putting AC committee approval on listed CIP items. Larry stated that CIP items which are AC priorities can be identified, and information can be sent to the appropriate County agency in advance of the Council budget hearings.

D. PUBLIC TESTIMONY on CIP Budget for FY 2011-2012

Stephanie Bath stated that the CIP should include a redundancy and connectivity project for upper Puna consistent with the PCDP. She pointed out only one road connects upper and lower Puna and no redundancy for emergency access. She also expressed her concern over the lack of meetings by the Transportation subcommittee.

Jon Olson stated that AC members have an opportunity to testify on the CIP budget at the end of March and that they should mention parity in the operational budget to insure an adequate service level in Puna. Olson also stated that it might be possible to “de-fund” some projects - items for which funds have been allocated but the projects have not been started. He stated that a review of parks projects in Hilo might be undertaken.

- E. **Jeffrey moved to send a letter to the County Council expressing support for improvements to Pohoiki Park and development and design for Pāhoa Park. Wes seconded and the motion passed by unanimous vote.**

2. Puna CDP Web-Based Bulletin Board:

- A. The AC considered a new web-based bulletin board set up by Wes Owens that is intended as one method to specifically address the challenge of expanding the level of public input and participation in implementation activities. The bulletin board will allow for limited participation by AC members engaged in subcommittee activities, as allowed by the Sunshine Law, to communicate with all other non-AC community members on implementation activities pertaining to their respective subcommittees.

- B. Wes explained that people could subscribe to only one subject if they so choose and he also stated that using the bulletin board was a possible method to involve more participants, including those who attended more than 130 community meetings which preceded the writing of the PCDP and who might like to come back and give input.
- C. Larry suggested that there is a need for a new Public Outreach sub-committee that could help with oversight of the website, e-mail communication and the bulletin board. More importantly, this Public Outreach subcommittee would be responsible for identifying and implementing additional public outreach strategies to broaden the base of community participation in the PCDP process.
- D. **PUBLIC TESTIMONY on CIP PCDP Web-based Bulletin Board**
Stephanie Bath asked how many people currently participate on the PCDP email listserve, what funding support is there for the Bulletin Board, & who the Bulletin Board is intended to serve? She also expressed concerns for using another electronic medium, which she feels is too exclusive, to include public participation. Stephanie further recommended that subcommittees should meet regularly with published agendas.
- E. **A motion was made by Wes to implement the Web-Based Bulletin Board as an alternative communication system. Greg seconded the motion. The motion passed with five “Yes” votes and one abstention (Keikialoha).**

3. Sub-Committee Reports

- A. Amendment Subcommittee. No report.
- B. Budget and Finance Subcommittee. No report.
- C. Mālama I Ka ‘Āina Subcommittee
 - i. Written reports prepared by Dan on the Biosphere Buffer Reserve Zone (BRBZ) and Kapoho Waste Water Treatment projects were distributed at meeting.
 - ii. Tim Tunison provided additional details regarding some of the findings, issues and progress of the BRBZ Action Task Group.
 - iii. **PUBLIC TESTIMONY on BRBZ ATG Report**
Hannah Hedrick expressed concerns about how any subdivision affected by the formation of the International Biosphere Reserve would be notified, stating that Fern Forest subdivision does not have a community association. Dan will meet with her to explore options.
- D. Managing Growth Subcommittee. No report.
- E. Transportation subcommittee
 - i. Larry reported that the Statewide Functional Transportation Update being conducted by the Hawai‘i Department of Transportation will be ready in six to twelve months. Due to the failure to successfully negotiate a scope of work with the selected consultant to produce the PMAR Functional Classification Report, the County may wait for the state-wide update which will include the PMAR. He also reported that the Hawaiian Paradise Park PMAR Committee is meeting regularly and will have recommendations for the County.

4. Draft Annual Report:

Larry requested that members of the AC send any revisions or comments to him immediately and he will prepare the final draft prior to the next meeting.

PUBLIC TESTIMONY ON AGENDA ITEMS

1. **Stephanie Bath** testified that there was no method for her to give input to the committee and that since no transportation committee meetings had been held, there was no way for the public to give input. She stated that public participation in the Transportation subcommittee is absent because of the lack of publicity on meetings when scheduled and because there is no meeting agenda.

A motion to adjourn the meeting was offered by Keikialoha, seconded by Greene. The motion was approved by unanimous vote and the meeting was adjourned at 6:12 p.m.

AGENDA FOR NEXT MEETING

Agenda for next meeting will be arranged by the Chairperson. Agenda suggestions should be submitted to the Chair or Larry at least 10 days before the April 12, 2012 meeting.