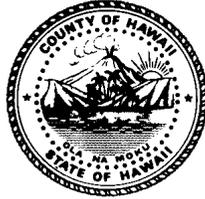


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PUNA COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE

Friday, December 18, 2009
Meeting Minutes (Draft)

CALL TO ORDER

1. Barbara Bell called the 2nd meeting of the PCDDP Action Committee to order at 4:00 p.m. at the Kea'au Community Center with the following persons present:

Action Committee: Barbara Bell, Frank Commendador, Madie Greene, Larry Higgins, Jeffrey Krepps, Wesley Owens, Daniel Taylor, Tim Tunison (Absent: Keikialoha Kekipi)

Staff: Larry Brown (Planning Department, Project Manager), Rachelle Ley (Community Planning Assistant), Cynthia Lahilahi Verschuur (Recorder)

Public servants: RJ Hampton (Legislative Assistant, 5th District)

Members of the public: Rene Siracusa (Ka'ohe Homesteads resident), Jon Olson (Leilani resident), Dianne Hensley (Nanawale resident), Hannah Hedrick (Fern Forest resident), and Larry Brennan (HPP resident).

PUBLIC TESTIMONY

1. **Rene Siracusa**, president of Malama o Puna, testified the committee should focus on implementation and not get weighed down with process and procedures such as designing a logo. Suggested using lehua blossom the Steering Committee used. If any question about interpretation of CDP or intent of community, backtrack to Working Group reports. Be aware that consultant Whalen put in some changes of his own. When prioritizing, look at what can be done for free; concentrate on environmental items since there is limited time before developers come along. Examples were amendments to Grading and Grubbing Ordinance, and enacting the Biosphere Reserve Buffer Zone.
2. **Dianne Hensley** asked for a letter of support for a health and wellness program grant application. Barbara suggested the best way to ask for a letter of support is to bring a draft letter.

APPROVAL OF MINUTES

Dan moved to approve minutes. Wes seconded. Lahilahi made one correction on page 3. **Minutes approved as corrected by unanimous vote.**

UNFINISHED BUSINESS

1. Adoption of Operating Guidelines

- A. Regular meeting schedule (Section VIII, c): **Dan made motion to hold meetings every third Thursday from 3-6 p.m. Larry H. seconded. All in favor.**
- B. Public testimony (Section XI, b): Considerations included convenience for the public by allowing persons to testify early in the meeting as well as during discussion of agenda items. **Larry H. moved to amend (b) to allow the public up to three (3) minutes to make comments on subject agenda item immediately before it is discussed. Madie seconded. All in favor.**
- C. Deputy Corporation Council amendments: Larry B. explained that Amy Self's suggested amendments were incorporated into the draft currently before the Action Committee. To see her changes, one would **have to compare it to the previous draft.**
- D. Other amendments: Barbara went through the Operating Guidelines in order and asked for suggested changes.
- (i) Duties and Responsibilities (Section IV):
- a. (item f) Barbara made motion to change "annual report" to "progress report" so as not to be tied to making a report every 12 months. Withdrew motion after Larry B. explained it was a loose term and didn't have to mean every 12 months.
- b. (item k) Discussion held to clarify pending permit applications that will/should require AC attention. Members were interested in adding language requesting the AC be notified of anything of substantial impact to the CDP. Larry B. said in those cases the director will want AC's review and comment. As Project Manager, he is asked to review plans that are under the jurisdiction of Puna's CDP and brings anything in conflict to planners' attention. If requested, he could generate a report of significant permit/zoning requests; the most significant would be variances and subdivision requests, which require posted signage. Larry B. reminded the AC they don't have approval authority but have review authority at Planning Director's discretion. He suggested a notification request be in a memo or letter to Planning Dept. so it would be on record. Barbara suggested having Larry brief the AC if anything significant comes up. Larry said he can ask for notification. Barbara also noted that Planning Commission agendas are required to be published. Rene suggested the AC ask to be added to their distribution list. Rachelle said she would add a link to the HCRC website.
- c. (item l) Barbara moved to simplify/clarify the item about receiving briefings from other county agencies. Larry B. said it was in accordance and verbatim with the county code.
- (ii) Meetings (Section VIII, e)
- On the Planning Director being allowed to add agenda items, Frank asked if she could go through the chair. Larry B. said if someone comes to him to add an item, he will talk to Barbara about it.
- (iii) Notice (Section IX, c)
- Frank suggested including email addresses which will automatically be sent minutes and agendas unless notified otherwise. **Barbara made a motion to amend, Dan seconded. All voted in favor.**

(iv) Public Information (Section XII, a)

Barbara pointed out that the AC/staff would publish information about its activities and doesn't need to ask the Planning Dept. to do it. **Jeffrey moved strike "to request that the Planning Dept."** **Madie seconded, all voted in favor.**

(v) Staff support (Section XIV, a)

Frank asked about support for sub-committee meetings. Larry B. said it can be addressed on case-by-case basis rather than in operating guidelines. Frank moved that at least one staff member attend monthly standing committee meetings for at least two hours so that information can be recorded and brought back to the AC. Larry said as long as it doesn't use up the allocation of sub-contractor resources needed for AC meetings. He reminded everyone that the recorder contract ends in September. **Barbara moved to change wording of (a) to include sub-committees.** Frank withdrew his motion. **All voted in favor of Barbara's motion.**

(vi) Amendment of Operating Guidelines (Section XVI, a)

Frank moved to change (a) to read "may be approved by 2/3 vote of membership" in order to change operating guidelines. **Wes seconded. All in favor.**

Frank moved to adopt Operating Guidelines as amended. Dan seconded. All in favor.

2. Puna CDP Action Committee Vision Statement, Mission Statement and Logo Adoption

A. **Larry H. moved that the AC adopt the PCDP vision statement as written in the PCDP. Wes seconded. All in favor:** "*Mālama Puna A Mau Loa: Residents of Puna live in harmony with the 'āina while promoting a sustainable vibrant local economy, healthy communities, and a viable transportation system that is accessible, friendly, and safe for now and future generations.*"

B. **Frank moved to accept the statement provided by Dan and Jeffrey, Larry H. seconded. Madie made motion to change some of the wording. All in favor. Voted on as amended, all in favor:** "We, the Action Committee for the Puna Community Development Plan, will be faithful stewards of the Vision '*Mālama Puna A Mau Loa: live forever in harmony with the land of Puna.* We will assure the integrity of the Puna CDP, pledge to foster its implementation, be faithful to the determinations of the Puna community, regularly articulate, prioritize, and promote PCDP action projects, promote community participation in implementation of projects, strengthen community awareness of the PCDP, honor and preserve the diversity of our community, and we will be loyal to the mandate of the Hawai'i County Charter and to the intent of the County General Plan. We encourage all members of the Puna community to become engaged in this commitment."

3. Annual Report

Barbara commented that if annual report is to be in line with budgetary considerations, should be linked with county's fiscal calendar. **Jeffrey moved that an annual report based on the county fiscal calendar July 1 to June 30 be completed by March 1 to allow for County to review prior to new fiscal year. Madie seconded.** During discussion, Larry B. suggested the AC have an outline so they can fill in the blanks as the year winds down. **Motion carried with all in favor.**

NEW BUSINESS

1. Sub-committees

- A. Barbara went over her proposal to establish three sub-committees on transportation, managing growth, and *mālama i ka ‘āina*. The scope of the sub-committees would be to prioritize, for implementation, all action items which are listed in the PCDP and to identify the criteria used to prioritize them. There was discussion about adding committees to address action items and amendments but members felt the sub-committees could do that for their subject areas.
- B. **Jeffrey moved to approve sub-committees listed in Barbara’s communication and then consider adding another. Madie seconded.** Larry B. commented that the three sub-committees can work with the matrix. Rachelle talked about the matrix as a record-keeping tool that consolidates information and has incorporated the amendments under each action item. Larry B. said they will email a PDF to everyone. Larry B. explained the timeline needed for amendments and said Jay’s office is the lead. **All voted in favor of Barbara’s proposal as written.**
- C. **Jeffrey proposed adding a budget and finance subcommittee to look for grants and supplemental funds for community activities. Frank seconded. All in favor.**
- D. Discussion ensued to fill the subcommittees. Wes and Barbara: Transportation. Larry B. said he would participate in that sub-committee as much as possible. Jeff and Larry H.: Managing Growth. Dan and Tim: *Mālama i ka ‘āina*. Madie and Frank: Budget and Finance. Larry H. will look at dividing Management and Growth into two sub-committees.

2. Action Committee workshops

Larry B. suggested a land use and coastal zone management workshop. Frank suggested having the workshop in December. Larry will present on Tues., Dec. 29 at 1 p.m. Decided to leave “Action Committee workshops” as a standing agenda item.

AGENDA PROPOSALS FOR NEXT MEETING

1. Discuss making a recommendation to County Council to submit a resolution to State House and Senate to propose legislation enabling the County to retain lots delinquent in property taxes, as delineated in the CDP Implementation Table, Section 3-1-3 Land Use Pattern, item 4; and 3-2-3 Agriculture and Economic Development, item e.
2. Sub-committee reports--thoughts on prioritizing action items, how intend to proceed
3. Funding request to County for 2010-2011 AC support budget
4. Larry H. asked for an update on Frank’s request for information - Rachelle mentioned the website is a resource for previous work on the planning effort, asked for help to add anything relevant.
5. Invite Bill Walters to present on the Kea’au master plan and PMAR (1 hour), also Hawaiian Homes at a later meeting.
6. Rachelle mentioned Cheryl Soon, SSFM project manager for HWY 130 Road Improvement Project, wanted to come and present an update on the project status.
7. Amendments--review and discuss existing administrative amendments

ADJOURNMENT

Meeting adjourned at 6:41 p.m.